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STATE DEPARTMENT FOR MINING**

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PROCURING ENTITY:	STATE DEPARTMENT FOR MINING
TENDER NUMBER	MMBE& MA/SDM/28/2023-2024
TENDER DESCRIPTION	REQUEST FOR PROPOSAL FOR THE ESTABLISHMENT OF AN INTERNATIONALLY ACCREDITED GOLD REFINERY IN KENYA
SELECTION METHOD	QUALITY AND COST BASED SELECTION (QCBS)
INVITATION DATE	5 TH DECEMBER, 2023
SUBMISSION DATE	4 TH JANUARY, 2024 AT 10.00AM

SECTION 1: LETTER OF REQUEST FOR PROPOSAL

Date: 5th December, 2023

Tender Reference No: MMBE& MA/SDM/28/2023-2024

Name of Assignment: Request for proposal for Establishment of an Internationally Accredited Gold Refinery in Kenya

1. The Ministry of Mining, Blue Economy and Maritime Affairs, State Department for Mining intends to establish an Internationally Accredited Gold Refinery in Kenya
2. The Procuring Entity now invites Proposal for Establishment of an Internationally Accredited Gold Refinery in Kenya. More details on are provided in Section 5 Terms of Reference.
4. If a Firm is a Joint Venture (JV), the full name of the JV shall be used and all members, starting with the name of the lead member. Where sub-consultants have been proposed, they shall be named. The maximum number of JV members shall be specified in the Data Sheet.
5. It is not permissible to transfer this RFP to any other firm.
6. A firm will be selected under Quality and Cost Based Selection (QCBS) method and in a format as described in this RFP, in accordance with the Public Procurement and Asset Disposal Act 2015, a copy of which is found at the following website: www.ppra.go.ke.
7. The RFP includes the following documents:
 - Section 1: Letter of Request for Proposals
 - Section 2: Instructions to Firms and Data Sheet
 - Section 3: Technical Proposal Standard Forms
 - Section 4: Financial Proposal Standard Forms
 - Section 5: Terms of Reference
 - Section 6: Conditions of Contract and Contract Forms
8. Please inform us within Seven days, in writing through E-mail tenders@mining.go.ke
9. a) That you have received this Request for Proposals; and
9. Details on the proposal's submission date, time and address are provided in the ITC 18.5 and ITC 20.1 of the Data Sheet.

**PRINCIPAL SECRETARY
STATE DEPARTMENT FOR MINING**

SECTION 2. INSTRUCTIONS TO FIRMS AND DATA SHEET

SECTION 2A. INSTRUCTIONS TO FIRMS (ITC)

A. GENERAL PROVISIONS

1. Meanings/Definitions

- a) “Affiliate(s)” means an individual or an entity that directly or indirectly controls, is controlled by, or is under common control with the Firm.
- b) “Applicable Law” means the laws and any other instruments having the force of law in Kenya.
- c) “Procuring Entity” means the entity that is carrying out the Firm selection process and signs the Contract for the Services with the selected Firm.
- d) “Firm” means a legally-established professional firm or an entity that may provide or provides the Services to the Procuring Entity under the Contract.
- e) “Contract” means a legally binding written agreement signed between the Procuring Entity and the Firm and includes all the attached documents listed in its Clause 1 (the General Conditions of Contract (GCC), the Special Conditions of Contract (SCC), and the Appendices).
- f) “Data Sheet” means an integral part of the Instructions to Firm (ITC) Section 2 that is used to reflect specific assignment conditions to supplement, but not to over-write, the provisions of the ITC.
- g) “Day” means a calendar day unless otherwise specified as "Business Day". A Business Day is any day that is an official working day in Kenya and excludes official public holidays.
- h) “Experts” means, collectively, Key Experts, Non-Key Experts, or any other personnel of the Firm, Sub-consultant, or Joint Venture member(s).
- i) “Government” means the Government of the Republic of Kenya.
- j) “In writing” means communicated in written form such as by mail, e-mail, fax, including, if specified in the Data Sheet, distributed or received through the electronic-procurement system used by the Procuring Entity with proof of receipt.
- k) “Joint Venture (JV)” means an association with or without a legal personality distinct from that of its members, of more than one Firm where one member has the authority to conduct all business for and on behalf of any and all the members

of the JV, and where the members of the JV are jointly and severally liable to the Procuring Entity for the performance of the Contract.

- l) “Key Expert(s)” means an individual professional whose skills, qualifications, knowledge and experience are critical to the performance of the Services under the Contract and whose CV is considered in the technical evaluation of the Firm's proposal.
- m) “ITC” (this Section 2 of the RFP) means the Instructions to Firm that provides the Firms with all information needed to prepare their Proposals.
- n) “Letter of RFP” means the letter of invitation being sent by the Procuring Entity to the Firms.
- o) “Non-Key Expert(s)” means an individual professional provided by the Firm or its Subconsultant and who is assigned to perform the Services or any part thereof under the Contract and whose CVs are not evaluated individually.
- p) “Proposal” means the Technical Proposal and the Financial Proposal of the Firm.
- q) “Public Procurement Regulatory Authority (PPRA)” means the statutory authority of the Government of Kenya that mandated with the role of regulating and monitoring compliance with the public procurement law and regulations.
- r) “RFP” means the Request for Proposals to be prepared by the Procuring Entity for the selection of Firm.
- s) “Services” means the work to be performed by the Firm pursuant to the Contract.
- t) “Sub-consultant” means an entity to whom the Firm intends to subcontract any part of the Services while the Firm remains responsible to the Procuring Entity during the whole performance of the Contract.
- v) “Terms of Reference (TORs)” means the Terms of Reference that explains the objectives, scope of work, activities, and tasks to be performed, respective responsibilities of the Procuring Entity and the Firm, and expected results and deliverables of the assignment.

2. Introduction

- 2.1 The Procuring Entity named in the Data Sheet intends to select a Firm from those listed in the Request for Proposals (RFP), in accordance with the method of selection specified in the Data Sheet.
- 2.2 Eligible Firms are invited to submit a Technical and a Financial Proposal for Establishment of an Internationally Accredited Gold Refinery in Kenya
- 2.3 The Firms should familiarize themselves with the local conditions and take them into account in preparing their Proposals, including attending a pre-

proposal conference if one is specified in the Data Sheet. Attending any such pre-proposal conference is mandatory and is at the Firms expense.

- 2.4 The Procuring Entity will timely provide, at no cost to the Firms, the inputs, relevant project data, and reports required for the preparation of the Firms Proposal as specified in the Data Sheet.

3. Conflict of Interest

- 3.1 The Firm is required to provide professional, objective, and impartial advice, always holding the Procuring Entity's interest's paramount, strictly avoiding conflicts with other projects or its own corporate interests and acting without any consideration for future work.
- 3.2 The Firm has an obligation to disclose to the Procuring Entity any situation of actual or potential conflict that impacts its capacity to serve the best interest of the Procuring Entity. Failure to disclose such situations may lead to the disqualification of the Firm or the termination of Contract.
- 3.3 Without limitation on the generality of the foregoing, and unless stated otherwise in the Data Sheet, the Firm shall not be hired under the circumstances set forth below:
- i. *Conflicting Activities*
A firm hired to provide consulting services for the preparation or implementation of this project, or any of its Affiliates, shall be disqualified from bidding for this project.
 - ii. *Conflicting Assignments*
A Firm (including its Experts and Sub-consultants) or any of its Affiliates shall not be hired for any assignment that, by its nature, may conflict with another assignment of the firm for the same or for another Procuring Entity.
 - iii. *Conflicting Relationships*
Relationship with the Procuring Entity's staff: a Firm (including its Experts and Subconsultants) that has a close business or personal relationship with senior management or professional staff of the Procuring Entity who has the ability to influence the bidding process and: (i) are directly or indirectly involved in the preparation of the Terms of Reference for the assignment, (ii) the selection process for the Contract, or (iii) the supervision of the Contract, may not be awarded a Contract, unless the conflict stemming from such relationship has been resolved in a manner that determines there is no conflict to affect this selection process.
 - iv. *Others*
Any other types of conflicting relationships as indicated in the Data Sheet.

4. Unfair Competitive Advantage

- 4.1 Fairness and transparency in the selection process require that the Firms or their Affiliates competing for a specific assignment do not derive a competitive advantage from having provided consulting services related to the assignment in question. To that end, the Procuring Entity shall indicate in the Data Sheet and make available to all Firms together with this RFP all information that would in that respect give such Firm any unfair competitive advantage over competing Firms.

5. Corrupt and Fraudulent Practices

- 5.1 Firms or any of its members shall not be involved in corrupt, coercive, obstructive, collusive or fraudulent practice. Firms or any of its members that are proven to have been involved in any of these practices shall be automatically disqualified and would not be awarded a contract.
- 5.2 **Collusive practices** - The Procuring Entity requires compliance with the provisions of the Competition Act 2010, regarding collusive practices in contracting. Any Firm found to have engaged in collusive conduct shall be disqualified and criminal and/or civil sanctions may be imposed. To this effect, Firms shall be required to complete and sign the “Certificate of Independent Proposal Determination” annexed to the Proposal Form.
- 5.3 In further pursuance of this policy, Firms shall permit and shall cause their agents (where declared or not), subcontractors, sub-consultants, service providers, suppliers, and their personnel, to permit the Government and its agencies to inspect all accounts, records and other documents relating to any short-listing process, Proposal submission, and contract performance (in the case of award), and to have them audited by auditors, investigators or compliance officers.

6. Eligibility

- 6.1 In selection of Firms, short-listing shall be composed of firms or individuals who belong to the same line of professional business and who are almost of the same capability.
- 6.2 Unless otherwise specified in the Data Sheet, the Procuring Entity permits shortlisted Firms including proposed experts, joint ventures and individual members from all countries and categories to submit proposals for revival of Fluorspar Mining. The maximum number of members so far JV shall be specified in the Data Sheet.
- 6.3 The Competition Act of Kenya requires that firms wishing to tender as Joint Venture undertakings which may prevent, distort or lessen competition in provision of services are prohibited unless they are exempt in accordance with the provisions of Section 25 of the Competition Act, 2010. JVs will be required to seek for exemption from the Competition Authority. Exemption shall not be a condition for submission of proposals, but it shall be a condition of contract award and signature. A JV tenderer shall be given opportunity to seek such exemption as a condition of award and signature of contract. Application for exemption from

the Competition Authority of Kenya may be accessed from the website www.cak.go.ke

- 6.4 Public Officers of the Procuring Entity, their Spouses, Child, Parent, Brothers or Sister. Child, Parent, Brother or Sister of a Spouse, their business associates or agents and firms/organizations in which they have a substantial or controlling interest shall not be eligible to tender or be awarded a contract. Public Officers are also not allowed to participate in any procurement proceedings.
- 6.5 It is the Firms responsibility to ensure that it's Experts, joint venture members, Subconsultants, agents (declared or not), sub-contractors, service providers, suppliers and/or their employees meet the eligibility requirements.
- 6.6 As an exception to the foregoing ITC 6.1 and 6.2 above:
 - a) Sanctions - A firm or an individual that has been debarred from participating in public procurement shall be ineligible to be awarded a contract, or to benefit from the contract, financially or otherwise, during the debarment period. The list of debarred firms and individuals is available from the website of PPRA www.ppra.go.ke.
 - b) Prohibitions - Firms and individuals of a country or goods in a country maybe ineligible if:
 - i. As a matter of law or official regulations, Kenya prohibits commercial relations with that country; or
 - ii. By an act of compliance with a decision of the United Nations Security Council taken under Chapter VII of the Charter of the United Nations, Kenya prohibits any import of goods or services from that country or any payments to any country, person, or entity in that country.
 - c) Restrictions for Government-owned Enterprises-Government-owned enterprises or institutions in Kenya shall be eligible only if they can establish that they
 - i. Are legally and financially autonomous,
 - ii. Operate under commercial law, and
 - iii. That they are not dependent agencies of the Procuring Entity.
 - iv. Restrictions for public employees - Government officials and civil servants and employees of public institutions shall not be hired for this assignment.
- 6.7 Margin of Preference and Reservations - no margin of preference shall be allowed in the selection of Firms. Reservations may however be allowed to a specific group of businesses (these groups are Small and Medium Enterprises, Women Enterprises, Youth Enterprises and Enterprises of persons living with disability, as the case may be), and who are appropriately registered as such by the authority to be specified in the Data Sheets. A procuring entity shall ensure that the invitation to submit proposals specifically includes only businesses or firms belonging to one group.

B. PREPARATION OF PROPOSALS

7. General Considerations

- 7.1 In preparing the Proposal, the Firm is expected to examine the RFP in detail. Material deficiencies in providing the information requested in the RFP may result in rejection of the Proposal.

8. Cost of Preparation of Proposal

- 8.1 Firms shall bear all costs associated with the preparation and submission of their Proposal, and the Procuring Entity shall not be responsible or liable for those costs, regardless of the conduct or outcome of the selection process. The Procuring Entity is not bound to accept any proposal and reserves the right to annul the selection process at any time prior to Contract award, without there by incurring any liability to the Firm.

9. Language

- 9.1 The Proposal, as well as all correspondence and documents relating to the Proposal exchanged between the Firms and the Procuring Entity shall be written in the **English** language.

10. Documents Comprising the Proposal

- 10.1 The Proposal shall comprise the documents and forms listed in the Data Sheet.
- 10.2 Firms shall declare in the Financial Proposal Submission Form, that in competing for and executing a contract, it shall undertake to observe the laws of Kenya against fraud and corruption including bribery, as well as against anti-competitive practices including bid rigging.
- 10.3 Firms shall furnish information on commissions, gratuities and fees, if any, paid or to be paid to agents or any other party relating to this Proposal and, if awarded, Contract execution, as requested in the Financial Proposal Submission Form.

11. Only One Proposal

- 11.1 All Firms (including individual members of any Joint Venture) shall submit only one Proposal, either in its own name or as part of a Joint Venture in another Proposal. If a Firm, including any Joint Venture member, submits or participates in more than one proposal, all such proposals shall be disqualified and rejected. This does not, however, preclude Sub-consultant, or the Firm's staff from participating as Key Experts and Non-Key Experts in more than one Proposal when circumstances justify and if stated in the Data Sheet.
- 11.2 Members of a joint venture may not also make an individual Proposal, be a subcontractor in a separate proposal or be part of another joint venture for the purposes of the same Contract.

11.3 Should a Joint Venture subsequently win the Contract; it shall consider whether an application for exemption from the Competition Authority of Kenya is merited pursuant to Section 25 of the Competition Act 2010.

12. Proposal Validity

a. Proposal Validity Period

12.1 The Data Sheet indicates the period during which the Firms Proposal must remain valid after the Proposal submission deadline.

12.2 During this period, the Firms shall maintain their original Proposals without any change, including the availability of the Key Experts, the proposed rates, and the total price.

12.3 If it is established that any Key Expert nominated in the Firms' Proposal was not available at the time of Proposal submission or was included in the Proposal without his/her confirmation, such Proposal shall be disqualified and rejected for further evaluation and may be subject to sanctions in accordance with ITC 6.

b. Extension of Validity Period

12.4 The Procuring Entity will make its best effort to complete the negotiations within the proposal's validity period. However, should the need arise, the Procuring Entity may request, in writing, all Firms who submitted Proposals prior to the submission deadline to extend the Proposals' validity.

12.5 If the Firm agrees to extend the validity of its Proposal, it shall be done without any change in the original Proposal and with the confirmation of the availability of the Key Experts, except as provided in ITC 12.7.

12.6 The Firm has the right to refuse to extend the validity of its Proposal in which case such Proposal will not be further evaluated.

c. Substitution of Key Experts at Validity Extension

12.7 If any of the Key Experts become unavailable for the extended validity period, the Firm shall provide a written adequate justification and evidence satisfactory to the Procuring Entity together with the substitution request. In such case, a replacement Key Expert shall have equal or better qualifications and experience than those of the originally proposed Key Expert. The technical evaluations score, however, will remain to be based on the evaluation of the CV of the original Key Expert.

12.8 If the Firm fails to provide a substitute Key Expert with equal or better qualifications, or if the provided reasons for the replacement or justification are unacceptable to the Procuring Entity, such Proposal will be rejected.

d. Sub-Contracting

12.9 The winning Firm shall not sub contract the whole or part of the Services without reasonable justification.

13. Clarification and Amendment of RFP

13.1 Firms may request a clarification of any part of the RFP during the period indicated in the Data Sheet before the Proposals' submission deadline. Any request for clarification must be sent in writing, or by standard electronic means, to the Procuring Entity's address indicated in the Data Sheet. The Procuring Entity will respond in writing, or by standard electronic means, and will send written copies of the response (including an explanation of the query but without identifying its source) to all Firms. Should the Procuring Entity deem it necessary to amend the RFP as a result of a clarification, it shall do so following the procedure described below.

13.2 At any time before the proposal submission deadline, the Procuring Entity may amend the RFP by issuing an amendment in writing or by standard electronic means. The amendment shall be sent to all invited Firms and will be binding on them. The Firms shall acknowledge receipt of all amendments in writing.

13.3 If the amendment is substantial, the Procuring Entity may extend the proposal submission deadline to give the Firms reasonable time to take an amendment into account in their Proposals.

13.4 Firms may submit a modified Proposal or a modification to any part of it at any time prior to the proposal submission deadline. No modifications to the Technical or Financial Proposal shall be accepted after the deadline.

14. Preparation of Proposals Specific Considerations

14.1 While preparing the Proposal, the Firms must give particular attention to the following:

- a) If a Firm considers that it may enhance its expertise for the assignment by associating with other Firms in the form of a Joint Venture or as Sub-consultants, it may do so with non-shortlisted Firms (s), if permitted in the **Data Sheet**. In all such cases a shortlisted Firm must obtain the written approval of the Procuring Entity prior to the submission of the Proposal. A Firm cannot associate with shortlisted Firms. When associating with non-shortlisted/non-invited firms in the form of a joint venture or a sub-consultancy, the shortlisted/invited Firm shall be a lead member. If shortlisted/invited Firm associates with each other, any of them can be a lead member.
- b) The Procuring Entity may indicate in the **Data Sheet** the estimated amount or Key Experts' time input (expressed in person-month), or the Procuring Entity's estimated total cost of the assignment, but not both. This estimate is indicative and the Proposal shall be based on the Firm's own estimates for the same. **This clause shall not apply.**
- c) For assignments under the Fixed-Budget selection method, the estimated Key Experts' time input shall not be disclosed. Total available budget, with an indication whether

it is inclusive or exclusive of taxes, is given in the **Data Sheet**, and the Financial Proposal shall not exceed this budget. **This clause shall not apply.**

- d) Key Experts shall not appear in more than one proposal unless so allowed in the **Data Sheet**. Invited firms must confirm and ensure their key experts do not appear in proposal of other invited firms, otherwise proposals with Key experts appearing in other proposals will be rejected.

15. Technical Proposal Format and Content

15.1 The Technical Proposal shall be prepared using the Standard Forms provided in Section 3 of the RFP and shall comprise the documents listed in the Data Sheet under ITC 10.1. The Technical Proposal shall not include any financial information. A Technical Proposal containing material financial information shall be declared non-responsive.

15.2 Firms shall not propose alternative Key Experts. Only one CV shall be submitted for each Key Expert position. Failure to comply with this requirement will make the Proposal nonresponsive.

16. Financial Proposal

16.1 The Financial Proposal shall be prepared using the Standard Forms provided in Section 4 of the RFP. Any Firm that does not submit itemized and priced financial proposal, or merely refers the Procuring Entity to other legal instruments for the applicable financial proposal shall be considered non-responsive.

a. Price Adjustment

16.2 For assignments with a duration exceeding 18 months, a price adjustment provision for foreign and/or local inflation for remuneration rates apply if so, stated in the **Data Sheet**. **This clause shall not apply.**

b. Taxes

16.3 Firms and their Sub-consultants and Experts are responsible for meeting all tax liabilities arising out of the Contract unless stated otherwise in the Data Sheet.

c. Currency of Proposal

16.4 Firms may express the price for its Services in the currency or currencies as stated in the **Data Sheet**. If indicated in the **Data Sheet**, the portion of the price representing local cost shall be stated in Kenya Shillings.

d. Currency of Payment

16.5 Payment under the Contract shall be made in the currency or currencies in which the payment is requested in the Proposal. **This clause shall not apply.**

C. SUBMISSION, OPENING AND EVALUATION

17. Submission, Sealing and Marking of Proposals

17.1 The Firm shall submit a signed and complete Proposal comprising the documents and forms in accordance with ITC 10 (Documents Comprising Proposal). Firms shall mark as “CONFIDENTIAL” information in their Proposals which is confidential to their business. This may include proprietary information, trade secrets or commercial or financially sensitive information. The submission can be done by mail or by hand. If specified in the **Data Sheet**, Firms has the option of submitting its Proposals electronically.

17.2 An authorized representative of the Firm shall sign the original submission letters in the required format for both the Technical Proposal and the Financial Proposals and shall initial all pages of both. The authorization shall be in the form of a written power of attorney attached to the Technical Proposal.

17.3 A Proposal submitted by a Joint Venture shall be signed by all members so as to be legally binding on all members, or by an authorized representative who has a written power of attorney signed by each member's authorized representative.

17.4 Any modifications, revisions, interlineations, erasures, or overwriting shall be valid only if they are signed or initialed by the person signing the Proposal.

17.5 The signed Proposal shall be marked “ORIGINAL”, and its copies marked “COPY” as appropriate. The number of copies is indicated in the **Data Sheet**. All copies shall be made from the signed original. If there are discrepancies between the original and the copies, the original shall prevail.

18. Sealing and Marking of Proposals

18.1 The firm shall deliver the Proposals in a single sealed envelope, or in a single sealed package, or in a single sealed container bearing the name and Reference number of the assignment, addressed to the Procuring Entity and a warning “**DO NOT OPEN BEFORE THE TECHNICAL PROPOSAL SUBMISSION DATE**”. Within the single envelope, package or container, the Firm shall place the following separate, sealed envelopes:

18.2 In the single sealed envelope, or in a single sealed package, or in a single sealed container the following documents shall be closed and shall be addressed as follows:

- i. in an envelope or package or container marked “ORIGINAL”, all documents comprising the Technical Proposal, as described in ITC 10.1;
- ii. in an envelope or package or container marked “COPIES”, all required copies of the Technical Proposal; iii. in an envelope or package or container marked “ORIGINAL”, all required copies of the Financial Proposal; and

18.3 The inner envelopes or packages or containers shall:

- i. Bear the name and address of the Procuring Entity. ii. Bear the name and address of the Firm; and
- iii. Bear the name and Reference number of the Assignment.

18.4 If an envelope or package or container is not sealed and marked as required, the *Procuring Entity* will assume no responsibility for the misplacement or premature opening of the proposal. Proposals that are misplaced or opened prematurely will not be accepted.

18.5 The Proposal or its modifications must be sent to the address indicated in the **Data Sheet** and received by the Procuring Entity no later than the deadline indicated in the **Data Sheet**, or any extension to this deadline. Any Proposal or its modification received by the Procuring Entity after the deadline shall be declared late and rejected, and promptly returned unopened.

19. Confidentiality/Canvassing

19.1 From the time the Proposals are opened to the time the Contract is awarded, the Firm should not contact the Procuring Entity on any matter related to its Technical and/or Financial Proposal. Information relating to the evaluation of Proposals and award recommendations shall not be disclosed to the Firms who submitted the Proposals or to any other party not officially concerned with the process, until the publication of the Contract award information.

19.2 Any attempt by Firms or any one on behalf of the Firm to influence improperly the Procuring Entity in the evaluation of the Proposals or Contract award decisions may result in the rejection of its Proposal and may be subject to the application of prevailing PPRA's debarment procedures.

19.3 Notwithstanding the above provisions, from the time of the Proposals' opening to the time of Contract award publication, if a Firm wishes to contact the Procuring Entity on any matter related to the selection process, it should do so only in writing.

20. Opening of Technical Proposals

20.1 The Procuring Entity's opening committee shall conduct the opening of the Technical Proposals in the presence of the Firms' authorized representatives who choose to attend (in person, or online if this option is offered in the **Data Sheet**). The opening date, time and the address are stated in the **Data Sheet**. The envelopes with the Financial Proposal shall remain sealed and shall be securely stored by the Procuring Entity or with a reputable public auditor or independent authority until they are opened in accordance with ITC 23.

20.2 At the opening of the Technical Proposals the following shall be read out: (i) the name and the country of the Firm or, in case of a Joint Venture, the name of the Joint Venture, the name of the lead member and the names and the countries of all members; (ii) the presence or absence of a duly sealed envelope with the Financial Proposal; (iii) any modifications to the Proposal submitted prior to proposal submission deadline; and (iv) any other information deemed appropriate or as indicated in the **Data Sheet**.

21. Proposals Evaluation

21.1 Subject to provision of ITC 10.1, the evaluators of the Technical Proposals shall have no access to the Financial Proposals until the technical evaluation is concluded and after the Procuring Entity notifies all the Firms in accordance with ITC 23.1.

21.2 The Firm is not permitted to alter or modify its Proposal in anyway after the proposal submission deadline except as permitted under ITC12.7. While evaluating the Proposals, the Evaluation Committee will conduct the evaluation solely on the basis of the submitted Technical and Financial Proposals.

22. Evaluation of Technical Proposals

22.1 The eligibility and mandatory criteria to be used in preliminary examination of proposals are listed in the **Data Sheet**. Proposals that do not meet these requirements shall be disqualified and shall not be considered further in the technical evaluation of the proposals.

22.2 The Procuring Entity evaluation committee shall evaluate the Technical Proposals on the basis of their responsiveness to the Terms of Reference and the RFP, applying the evaluation criteria, sub-criteria, and point system specified in the **Data Sheet**. Each responsive Proposal will be given a technical score. A Proposal shall be rejected at this stage if it does not respond to important aspects of the RFP or if it fails to achieve the minimum technical score indicated in the **Data Sheet**.

23. Public Opening of Financial Proposals

23.1 Unsuccessful Proposals

After the technical evaluation is completed, the Procuring Entity shall notify those Firms whose Proposals were considered non-responsive to the RFP and TOR or did not meet the minimum qualifying technical score, advising them the following:

- (i) Their Proposal was not responsive to the RFP and TOR or did not meet the minimum qualifying technical score;
- (ii) Provide information relating to the Firms' overall technical score, as well as scores obtained for each criterion and sub-criterion;
- (iii) Their Financial Proposals will be returned unopened after completing the selection process and Contract signing; and
- (iv) Notify them of the date, time and location of the public opening of the Financial Proposals and invite them to attend.

23.2 Financial Proposals for QBS, CQS and SSS

Following the ranking of the Technical Proposals, when the selection is based on QBS or CQS, the top-ranked Firm is invited to negotiate the Contract. Only the Financial Proposal of the technically top-ranked Firms is opened by the opening committee. All other Financial Proposals shall be returned unopened after the Contract negotiations are successfully concluded and the Contract is signed with the successful Firm.

When the selection is based on the SSS method and if the invited Firm meets the minimum technical score required to pass, the financial proposal shall be opened and the Firm invited to negotiate the contract.

23.3 Financial Proposals for QCBS, FBS, LCS

Following the ranking of the Technical Proposals, and after internal approvals, the Procuring Entity shall simultaneously notify in writing those Firms whose Proposals were considered responsive to

the RFP and TOR, and that have achieved the minimum qualifying technical score, advising them the following:

- (i) Their Proposal was responsive to the RFP and TOR and met the minimum qualifying technical score;
- (ii) Provide information relating to the Firms' overall technical score, as well as scores obtained for each criterion and sub-criterion;
- (iii) Their Financial Proposal will be opened at the public opening of Financial Proposals; and
- (iv) Notify them of the date, time and location of the public opening and invite them for the opening of the Financial Proposals.

23.4 Opening of Financial Proposals

The opening date should allow the Firms sufficient time to decide for attending the opening and shall be no less than five (5) Business Days from the date of notification of the results of the technical evaluation, described in ITC 23.1 to 23.3.

The Firms' attendance at the opening of the Financial Proposals (in person, or online if such option is indicated in the **Data Sheet**) is optional and is at the Firms' choice.

The Financial Proposals shall be opened publicly by the Procuring Entity's opening committee in the presence of the representatives of the Firms and anyone else who chooses to attend. Any interested party who wishes to attend this public opening should contact the Procuring Entity as indicated in the **Data Sheet**. At the opening, the names of the Firms, and the overall technical scores, including the break-down by criterion, shall be read aloud. The Financial Proposals will then be inspected to confirm that they have remained sealed and unopened. These Financial Proposals shall be then opened, and the total prices read aloud and recorded. Copies of the record shall be sent to all Firms who submitted Proposals.

24. Correction of Errors

24.1 Activities and items described in the Technical Proposal but not priced in the Financial Proposal, shall be assumed to be included in the prices of other activities or items, and no corrections are made to the Financial Proposal.

24.2 Time-Based Contracts. If a Time-Based contract form is included in the RFP, in case of discrepancy between;

- (i) A partial amount (sub-total) and the total amount, or
- (ii) Between the amount derived by multiplication of unit price with quantity and the total price, or
- (iii) Between figures and words, the later will prevail.

In case of discrepancy between the Technical and Financial Proposals in indicating quantities of input, the Technical Proposal prevails, and the Procuring Entity's evaluation committee shall correct the quantification indicated in the Financial Proposal so as to make it consistent with that indicated in the Technical Proposal, apply the relevant unit price included in the Financial Proposal to the corrected quantity, and correct the total Proposal cost.

24.3 Lump-Sum Contracts. If a Lump-Sum contract form is included in the RFP, the Firm is deemed to have included all prices in the Financial Proposal, so neither arithmetical correction nor price adjustments shall be made. The total price, net of taxes understood as

per ITC 25 below, specified in the Financial Proposal (Form FIN-1) shall be considered as the offered price.

25. Taxes

- 25.1 Subject to ITC 25.2, all taxes are deemed to be included in the Firm's financial proposal as separate items, and, therefore, considered in the evaluation.
- 25.2 All local identifiable taxes levied on the contract in voices (such as sales tax, VAT, excise tax, or any similar taxes or levies) and in come and withholding tax payable to Kenya on the remuneration of non-resident Experts for the services rendered in Kenya are dealt with in accordance with the instructions in the Data Sheet.

26. Conversion to Single Currency

- 26.1 For the evaluation purposes, prices shall be converted to a single currency using the selling rates of exchange, source and date indicated in the Data Sheet.

27. Abnormally Low Prices

- 27.1 An Abnormally Low Price is one where the financial price, in combination with other constituent elements of the proposal, appears unreasonably low to the extent that the price raises material concerns with the Procuring Entity as to the capability of the Firm to perform the Contract for the offered price.
- 27.2 In the event of identification of a potentially Abnormally Low Price by the evaluation committee, the Procuring Entity shall seek written clarification from the firm, including a detailed price analyses of its price in relation to the subject matter of the contract, scope, delivery schedule, allocation of risk sand responsibilities and any other requirements of the RFP document.
- 27.3 After evaluation of the price analyses, if the Procuring Entity determines that the firm has failed to demonstrate its capability to perform the contract for the offered price, the Procuring Entity shall reject the firm's proposal.

28. Abnormally High Prices

- 28.1 An abnormally high price is one where the proposal price, in combination with other constituent elements of the proposal, appears unreasonably too high to the extent that the Procuring Entity is concerned that it (the Procuring Entity) may not be getting value for money or it may be paying too high a price for the contract compared with market prices or that genuine competition between Firms is compromised.
- 28.2 In case of an abnormally high tender price, the Procuring Entity shall make a survey of the market prices, check if the estimated cost of the contract is correct, and review the RFP to check if the specifications, TOR, scope of work and conditions of contract are contributory to the abnormally high proposals. The Procuring Entity may also seek written clarification from the Firm on the reason or the high proposal price. The Procuring Entity shall proceed as follows:

- i) If the proposal price is abnormally high based on wrong estimated cost of the contract, the Procuring Entity may accept or not accept the proposal depending on the Procuring Entity's budget considerations.
- ii) If specifications, TOR, scope_of work and/or conditions of contract are contributory to the abnormally high proposal prices, the Procuring Entity shall reject all proposals and may re-invite for proposals for the contract based on revised estimates, specifications, TOR, scope of work and conditions of contract.

28.3 If the Procuring Entity determines that the Proposal Price is abnormally too high because genuine competition between Firms is compromised (*often due to collusion, corruption or other manipulations*), the Procuring Entity shall reject all Proposals and shall institute or cause competent Government Agencies to institute an investigation on the cause of the compromise, before re-inviting for proposals.

29. Combined Quality and Cost Evaluation

a. Quality and Cost Based Selection (QCBS) Method

29.1 In the case of Quality and Cost Based Selection (QCBS), the total score is calculated by weighting the technical and financial scores and adding them as per the formula and instructions in the **Data Sheet**. The Firm that achieves the highest combined technical and financial score will be notified and invited for negotiations.

b. Fixed Budget Selection (FBS) Method

29.2 In the case of FBS, those Proposals that exceed the budget indicated in ITC 14.1(c) of the Data Sheet shall be rejected. The Procuring Entity's evaluation committee will select the Firm with the highest-ranked Technical Proposal that does not exceed the budget indicated in the RFP, notify and invite such Firm to negotiate the Contract.

c. Least Cost Selection (LCS) Method

29.3 In the case of Least-Cost Selection (LCS), the Procuring Entity's evaluation committee will select the Firm whose Proposal is the lowest evaluated total price among those Proposals that achieve the minimum technical score required to pass, notify the Firm and invite the Firm to negotiate the Contract.

d. Combined Technical and Evaluation Report

29.4 The evaluation committee shall prepare a combined technical and financial evaluation report, with specific recommendations for award or otherwise and subject to the required approvals within the Procuring Entity prior to notifications and invitation of Firm for negotiations.

30. Notification of Intention to enter into a Contract/Notification of Award

30.1 The Procuring Entity shall send to each Firm (that has not already been notified that it has been unsuccessful) the Notification of Intention to Award the Contract to the successful Firm. The Notification of Intention to enter a Contract / Notification of Award shall contain, at a minimum, the following information:

- (i) The name and address of the Firm with whom the Procuring Entity successfully negotiated a contract;
- (ii) The contract price of the successful Proposal;
- (iii) A statement of the reasons why the recipient's Proposal was unsuccessful
- (iv) The expiry date of the Standstill Period, and
- (v) Instructions on how to request a debriefing and/or submit a complaint during the standstill period.

31. Standstill Period

31.1 The Standstill Period shall be the number of days stated in the **Data Sheet**. The Standstill Period commences the day after the date the Procuring Entity has transmitted to each Firm (that has not already been notified that it has been unsuccessful) the Notification of Intention to Award the Contract. The Contract shall not be signed earlier than the expiry of the Standstill Period. This period shall be allowed for aggrieved Firm to lodge an appeal. The procedure for appeal and the authority to determine the appeal or complaint is as indicated in the Data Sheet.

D. NEGOTIATIONS AND AWARD

32. Negotiations

32.1 The negotiations will be held at the date and address indicated in the **Data Sheet** with the Firm's representative(s) who must have written power of attorney to negotiate and sign a Contract on behalf of the Firm.

32.2 The evaluation committee shall prepare minutes of negotiations that are signed by the Accounting Officer and the Firm's authorized representative.

32.3 Availability of Key Experts

The invited Firm shall confirm the availability of all Key Experts included in the Proposal as a pre-requisite to the negotiations, or, if applicable, a replacement in accordance with ITC 12. Failure to confirm the Key Experts' availability may result in the rejection of the Firm' Proposal and the Procuring Entity proceeding to negotiate the Contract with the next-ranked Firm.

32.4 Notwithstanding the above, the substitution Key Experts at the negotiations may be considered if due solely to circumstances outside the reasonable control of and not foreseeable by the Firm, including but not limited to death or medical in capacity. In such case, the Firm shall offer a substitute Key Expert within the period of time specified in the letter of invitation to negotiate the Contract, who shall have equivalent or better qualifications and experience than the original candidate.

32.5 Technical negotiations

The technical negotiations include discussions of the Terms of Reference (TORs), the proposed methodology, the Procuring Entity's inputs, the special conditions of the Contract, and finalizing the "Description of Services" part of the Contract. These discussions shall not substantially alter the original scope of services under the TOR or the terms of the contract, lest the quality of the final product, its price, or the relevance of the initial evaluation be affected.

32.6 Financial negotiations

The financial negotiations include the clarification of the Firm's tax liability in Kenya and how it should be reflected in the Contract. All applicable taxes shall be itemized separately and included in the contract price.

32.7 If the selection method included cost as a factor in the evaluation (that is QCBS, FBS, LCS), the unit rates and the total price stated in the Financial Proposal for a Lump-Sum contract shall not be negotiated.

32.8 Where QBS or CQS methods was used for a *Lump-sum Contract* as indicated in the RFP, the unit rates negotiations shall not take place, except when the offered Key Experts and Non-Key Experts' remuneration rates are much higher than the typically charged rates by Firms in similar contracts or the professional practice. In such case, the Procuring Entity may ask for clarifications and, if the fees are very high, ask to change the rates. The format for (i) providing information on remuneration rates in the case of QB Sand CQS; and (ii) clarifying remuneration rates' structure under this Clause, is provided in Appendix A to the Financial Form FIN-3: Financial Negotiations – Breakdown of Remuneration Rates. If after the clarifications, the price is still considered too high, the Procuring Entity may terminate the negotiation and invite the next ranked Firm to open its financial proposal and negotiate the contract.

32.9 In the case of a *Time- Based contract*, negotiation of unit rates shall not take place, except when the offered Key Experts and Non-Key Experts' remuneration rates are much higher than the typically charged rates by Firms in similar contracts. In such case, the Procuring Entity may ask for clarifications and, if the fees are very high, ask to change the rates. The format for (i) providing information on remuneration rates in the case of QBS and CQS; and (ii) clarifying remuneration rates 'structure under this Clause, is provided in Appendix A to the Financial Form FIN-3: Financial Negotiations-Breakdown of Remuneration Rates. If after the clarifications, the price is still considered too high, the Procuring Entity may terminate the negotiation and invite the next ranked Firm for negotiations.

32.10 Where SSS method was used as indicated in the RFP, both the unit rates and total price shall be negotiated. If the negotiations fail, the Procuring Entity shall terminate the Firm selection process. In that event, the Procuring Entity shall review the contract requirements and market conditions prior to deciding to use an appropriate selection method to again procure the consulting services.

33. Conclusion of Negotiations

33.1 The negotiations are concluded with a review of the finalized draft Contract, which then shall be initialed by the Accounting Officer, and the Firm's authorized representative and minutes prepared to record the outcome of the negotiations.

33.2 If the negotiations fail, the Procuring Entity shall inform the Firm in writing of all pending issues and disagreements and provide a final opportunity to the Firm to respond. If disagreement persists, the Procuring Entity shall terminate the negotiations informing the Firm of the reasons for doing so. The Procuring Entity will invite the next-ranked Firm to negotiate a Contract. Once the Procuring Entity commences negotiations with the nextranked Firm, the Procuring Entity shall not reopen the earlier negotiations.

34. Letter of Award

34.1 Upon expiry of the Standstill Period, specified in ITC 31.1, after satisfactorily addressing any appeal that has been filed within the Standstill Period, and upon successful negotiations, the Procuring Entity shall send a Letter of Award to the successful Firm. The letter shall

confirm the Procuring Entity's award of Contract to the successful Firm and requesting the Firm to sign and return the draft negotiated Contract within Twenty-One (21) Days from the date of the Letter of Award.

35. Signing of Contract

- 35.1 The Contract shall be signed prior to the expiration of the Proposal Validity Period and promptly after expiry of the Standstill Period, specified in ITC 31.1 and upon satisfactorily addressing any complaint that has been filed within the Standstill Period.
- 35.2 The Firm is expected to commence the assignment on the date and at the location specified in the Data Sheet.

36. Publication of Procurement Contract

- 36.1 Within the period specified in the Data Sheet, the Procuring Entity shall publish the awarded Contract which shall contain, at a minimum, the following information: (a) name and address of the Procuring Entity; (b) name and reference number of the contract being awarded, (c) the selection method used; (d) names of the Firms that submitted proposals; (e) names of all Firms whose Proposals were rejected or were not evaluated; (f) the name of the successful Firm, the final total contract price, the contract duration and a summary of its scope.
- 36.2 Consider carefully the information on Firms to be published, particularly evaluation by the Procuring Entity, to avoid disclosing information which can facilitate bid-rigging formation going forward. Suggest amendment as follows:
- 36.3 The awarded Contract shall be published on the Procuring Entity's website with free access if available and in the official procurement tender portal.

37. Procurement Related Complaint and Administrative Review

- 37.1 The procedures for making Procurement-related Complaints shall be specified in the **Data Sheet**
- 37.2 A request for administrative review shall be made in the form provided under contract forms.

SECTION 2B. DATA SHEET

ITC Reference																			
A. General Provisions																			
1(j)	<p>Electronic procurement system shall be used: No</p> <p>The Electronic Procurement System:</p> <p>The Procuring Entity shall use the following electronic-procurement system to manage this Request for Proposal (RFP) process: N/A</p> <p>The electronic-procurement system shall be used to manage the following part of the RFP process: Issuance of addenda and clarifications</p>																		
2.1	<p>Name of the Procuring Entity: State Department for Mining</p> <p>The Firm selection method is:</p> <table border="1" style="margin-left: 40px;"> <tbody> <tr> <td>Quality and Cost Based Selection Method</td> <td>QCBS</td> <td style="text-align: center;">X</td> </tr> <tr> <td>Quality Based Selection Method</td> <td>QBS</td> <td></td> </tr> <tr> <td>Least Cost Selection Method</td> <td>LCS</td> <td></td> </tr> <tr> <td>Firm Qualification Selection Method</td> <td>CQS</td> <td></td> </tr> <tr> <td>Fixed Budget Selection Method</td> <td>FBS</td> <td></td> </tr> <tr> <td>Single Source Selection Method</td> <td>SSS</td> <td></td> </tr> </tbody> </table>	Quality and Cost Based Selection Method	QCBS	X	Quality Based Selection Method	QBS		Least Cost Selection Method	LCS		Firm Qualification Selection Method	CQS		Fixed Budget Selection Method	FBS		Single Source Selection Method	SSS	
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Fixed Budget Selection Method	FBS																		
Single Source Selection Method	SSS																		
2.2	<p>Financial Proposal to be submitted together with Technical Proposal in separate envelopes: YES</p> <p>The name of the assignment is: Proposal for Establishment of an Internationally Accredited Gold Refinery in Kenya</p>																		
2.3	A pre-proposal conference will be held: NO																		
2.4	The Procuring Entity will provide the following inputs, project data, reports, etc. to facilitate the preparation of the Proposals: Information on background, objectives.																		
3.3 (iv)	Public officers or other civil servants in Kenya																		
4.1	Not applicable.																		
6.2	Maximum number of members in the Joint Venture (JV) shall be: unlimited.																		
6.6 (a)	The list of debarred firms and individuals is available at the PPRA's website www.ppra.go.ke .																		
6.7	The business will be registered with: Not Applicable																		

ITC Reference	
B. Preparation of Proposals	
10.1	<p>The Proposal shall comprise the following:</p> <p>1st Inner Envelope with the Technical Proposal: Power of Attorney to sign the Proposal</p> <p>TECH-1: Technical Proposal Submission Form TECH-2: Firm’s Organization and Experience TECH-3: Comments and Suggestions TECH-4: Description of Approach, Methodology and Work plan TECH-5: Work Schedule and Planning for Deliverables TECH-6: Team Composition, Assignment, and Key Experts’ Input TECH-7: Mandatory Documentary Evidence</p> <p>AND</p> <p>2nd Inner Envelope with the Financial Proposal:</p> <p>(1) FIN-1: Financial Proposal Submission Form (2) FIN-2: Summary of Costs (3) FIN-3: Breakdown of Financial Proposal (4) FIN-4: Breakdown of Reimbursable Expenses if Any</p>
11.1	Participation of Sub-consultants, and Key Experts in more than one Proposal is permissible: No
12.1	Proposals must remain valid for 150 days after the proposal submission deadline.
13.1	Clarifications may be requested no later than Seven days (7) prior to the submission deadline. The contact information for requesting clarifications is: E-mail: tenders@mining.go.ke
14.1(a)	N/A
14.1(b) (do not use for Fixed Budget method)	Estimated input of Key Experts’ time-input:___person-months: Not Applicable OR Estimated total cost of the assignment: Not Applicable <i>[Indicate only either time input (in person-month) or total cost, but not both]</i>
14.1 (c) and 29.2 [use for Fixed Budget method]	The total available budget for this Fixed-Budget assignment is [Not Applicable] inclusive of taxes. Proposals exceeding the total available budget will be rejected.
14.1 (d)	Key Experts shall not appear in more than one proposal: Yes

16.1(b)	<p>The Financial Proposal will include (but not limited to) the following reimbursable expenses if Any</p> <p>(1) <i>a per diem allowance, including hotel, for experts for every day of absence from the home office for the purposes of the Services;</i></p> <p>(2) <i>cost of travel by the most appropriate means of transport and the most direct practicable route;</i></p> <p>(3) <i>cost of office accommodation, including overheads and back-stop support;</i></p> <p>(4) <i>communications costs;</i></p> <p>(5) <i>cost of purchase or rent or freight of any equipment required to be provided by the Firms;</i></p> <p>(6) <i>cost of reports production (including printing) and delivering to the Procuring Entity;</i></p> <p>(7) <i>other allowances where applicable and provisional or fixed sums (if any)]</i></p> <p>(8) <i>[insert relevant type of expenses, if/as applicable]</i></p>
16.2	A price adjustment provision applies to remuneration rates: No
16.3	<p>If the Procuring Entity has obtained a tax exemption applicable to the Contract, insert: The Procuring Entity has obtained an exemption for the Firm from payment of [...] in Kenya as per <i>[insert reference to the applicable official source that issued an exemption]</i>. Not Applicable.</p> <p>Information on the Firm’s tax obligations in Kenya can be found on the Kenya Revenue Authority website: www.kra.go.ke</p>
16.4	<p>The Financial Proposal shall be stated in the following currencies:</p> <p>Firms may express the price for their Services in any fully convertible currency, singly or in combination of up to three foreign currencies.</p> <p>The Financial Proposal should state local costs in Kenya Shillings: Yes</p>
C. Submission, Opening and Evaluation	
17.1	<p>The Firms shall not have the option of submitting their Proposals electronically: Yes</p> <p>If “Yes”, The electronic submission procedures shall be: Not Applicable</p>
17.5	<p>The Firm must submit:</p> <p>(a) Technical Proposal: one (1) original and 1 copy.</p> <p>(b) Financial Proposal: one (1) original and 1 copy</p>
18.5	<p>The Proposals must be submitted not later than:</p> <p>Date: 4th January, 2024</p> <p>Time: 10:00 AM East African Time</p> <p>The Proposal submission address is: State Department for Mining, Works Building, Second floor, Nairobi</p>

20.1	<p>An online option of the opening of the Technical Proposals is offered: No</p> <p>If yes, The online opening procedure shall be: Not Applicable</p> <p>The opening shall take place at: Street Address: Works Building, Nairobi Floor Number: 3rd Floor Room number: Boardroom City: NAIROBI Country: Kenya Date: 4th January, 2024 Time: 10:00 AM East African Time</p>																					
20.2	<p>In addition, the following information will be read aloud at the opening of the Technical Proposal: Not Applicable</p>																					
22.1	<p>The mandatory eligibility and requirements shall be as listed below:</p> <table border="1" data-bbox="284 835 1565 2024"> <thead> <tr> <th data-bbox="284 913 379 1003"><i>No.</i></th> <th data-bbox="387 913 1161 1003"><i>Mandatory Eligibility Criteria</i></th> <th data-bbox="1169 913 1565 1003"><i>Required Documentary Evidence</i></th> </tr> </thead> <tbody> <tr> <td data-bbox="284 1014 379 1283">1</td> <td data-bbox="387 1014 1161 1283">The Firm shall submit a complete technical proposal and financial proposal in separate envelopes</td> <td data-bbox="1169 1014 1565 1283">(a) Technical Submission Forms (b) Mandatory Support Documents (c) Sealed Financial Proposal Envelope</td> </tr> <tr> <td data-bbox="284 1294 379 1361">2</td> <td data-bbox="387 1294 1161 1361">The Firm shall be a recognized legal entity.</td> <td data-bbox="1169 1294 1565 1361">Certificate of Incorporation or Registration</td> </tr> <tr> <td data-bbox="284 1373 379 1440">3</td> <td data-bbox="387 1373 1161 1440">The Firm shall have legal capacity to enter a contract if awarded.</td> <td data-bbox="1169 1373 1565 1440">Power of Attorney</td> </tr> <tr> <td data-bbox="284 1451 379 1731">4</td> <td data-bbox="387 1451 1161 1731">The Firm has satisfied the professional requirements</td> <td data-bbox="1169 1451 1565 1731">Geologists, assayers, blasters, metallurgist, mineral processing engineers, environmentalists, health and safety inspectors, administrators (Any 5)</td> </tr> <tr> <td data-bbox="284 1742 379 1910">5</td> <td data-bbox="387 1742 1161 1910">The Firm has fulfilled its tax obligations.</td> <td data-bbox="1169 1742 1565 1910">Valid Tax Compliance Certificate from the Kenya Revenue Authority for Kenyan firms or proof from relevant tax agency</td> </tr> <tr> <td data-bbox="284 1921 379 2024">6</td> <td data-bbox="387 1921 1161 2024">The Firm guarantees that it shall not withdraw its proposal, refuse to sign the contract if awarded, or fail to furnish any required professional indemnity insurance.</td> <td data-bbox="1169 1921 1565 2024">(a) Technical Proposal Submission Form</td> </tr> </tbody> </table>	<i>No.</i>	<i>Mandatory Eligibility Criteria</i>	<i>Required Documentary Evidence</i>	1	The Firm shall submit a complete technical proposal and financial proposal in separate envelopes	(a) Technical Submission Forms (b) Mandatory Support Documents (c) Sealed Financial Proposal Envelope	2	The Firm shall be a recognized legal entity.	Certificate of Incorporation or Registration	3	The Firm shall have legal capacity to enter a contract if awarded.	Power of Attorney	4	The Firm has satisfied the professional requirements	Geologists, assayers, blasters, metallurgist, mineral processing engineers, environmentalists, health and safety inspectors, administrators (Any 5)	5	The Firm has fulfilled its tax obligations.	Valid Tax Compliance Certificate from the Kenya Revenue Authority for Kenyan firms or proof from relevant tax agency	6	The Firm guarantees that it shall not withdraw its proposal, refuse to sign the contract if awarded, or fail to furnish any required professional indemnity insurance.	(a) Technical Proposal Submission Form
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			(b) Tender Securing Declaration Form
7	The Firm is not insolvent, in receivership, bankrupt, or in the process of being wound up.		CR 12
8	The Firm meets all the eligibility requirements required in ITC 3 to 6, including the requirements for conflict of interest, unfair competitive advantage, corrupt and fraudulent practice, collusive practices, and eligibility.		Technical Proposal Submission Form
9	The Firm is not guilty of violation of fair employment laws and practices.		Technical Proposal Submission Form
10	The Firm is not debarred in the matter of Public Procurement and Asset Disposal Act 2015		Form SD-1
11	The Firm commits not to engage in any corrupt or fraudulent practice		Form SD- 2
12	Declaration and Commitment to Code of Ethics		Annex 13
13	Eligibility and summary to all mandatory requirements		Form Tech- 7
14	Beneficial Owner of a Firm is any natural person who ultimately owns or controls the Firm		Beneficial Ownership Disclosure Form

S/No.	Competence	Criterion	Key Aspects of Criterion	Points
1.	Experience	The Bidder possesses experience in operating a profitable Gold processing or mining operation	2 Marks per year of profitable Gold processing or mining operation	Max 20

2.	i) Financial Capability	Bidder shall demonstrate ability to raise sufficient funds. provide audited balance sheet or if not required by laws of the tenderer's country of origin, other financial statements acceptable to the procuring entity for the last three years and must enumerate the current soundness of the tenderers financial position and indicate its prospective long term profitability as demonstrated by the following ration;	Bank References and audited accounts for more than 3 years	15
		Working Capital Positive Working Capital Scores 4 marks otherwise 0	Current Assets - Current Liabilities	4
		Debt to equity Ratio: Ratio less than 1 score 4 marks otherwise 2	$\frac{\text{Total Liabilities}}{\text{Total Equity}}$	4
		Current Ratio: Ratio more than 1 score 2 marks otherwise 0	$\frac{\text{Current Assets}}{\text{Current Liabilities}}$	2
	ii)Line of Credit	The bidder must demonstrate that it has access to or has available liquid assets, unencumbered real assets, line of credit and other financial means to meet mining revival cash flow requirements and future contract requirements		10

22.2

The Criteria, sub-criteria, and point system for the evaluation of the Technical Proposals:

3.	Marketing	<p>Proof of experience in operating and managing similar nature of mining operation with minimum cumulative turnover of USD 50 – 70 million as a bidder or Joint Venture in the last five years prior to submission deadline</p> <p>The similarity of operations shall be based on size, complexity, method, technology or other characteristics.</p>	<p>Provide letters of award, LPOs, Invoices or Contracts as proof</p> <p>@ 3 Marks each maximum 15 marks</p>	15
4.	Methodology	An overview of the proposed Gold refinery operationalization roadmap.	Adequacy and quality of the proposed methodology showing a clear roadmap on Gold refinery	20
5.	Environment	A commitment to Submit an Environmental Impact Assessment Report, a Social Heritage Impact Assessment Report and an Environmental Management Plan to the National Environmental Management Authority (NEMA) and acquire relevant NEMA Licenses upon grant of the Gold refinery.	Commitment to submit reports to NEMA	5
6.	Local Content	A commitment to abide by the bidder to Local Content requirements as stipulated in the Mining Act, 2016 and associated regulations.		5
	Maximum Points			100

[Notes to Firm s: The Procuring Entity will assess whether the proposed methodology is clear, responds to the TORs, work plan is realistic and implementable; overall team composition is balanced and has an appropriate skill mix; and the work plan has right input of Experts] The minimum technical score (St) required to **pass is 80%**

23.4	<p>An online option of the opening of the Financial Proposals is offered: No.</p> <p>[If yes, insert “The online opening procedure shall be: [describe the procedure for online opening of Financial Proposals.]</p>
25.2	<p>For the evaluation, the Procuring Entity will include separate items of: (a) all local identifiable indirect taxes such as sales tax, excise tax, VAT, or similar taxes levied on the contract’s invoices; and (b) all additional local indirect tax on the remuneration of services rendered by experts.</p> <p>If a Contract is awarded, at Contract negotiations, all such taxes will be discussed, finalized using the itemized list and included in the Contract amount as a separate line, also indicating which taxes shall be paid by the Firm and which taxes are withheld and paid by the Procuring Entity on behalf of the Firm.</p>
26.1	<p>The single currency for the conversion of all prices expressed in various currencies into a single one is: <i>Kenya Shillings</i></p> <p>The official source of the selling exchange rate is: Central Bank of Kenya</p> <p>The date of the exchange rate is: Request for proposal opening date</p>
29.1 (QCBS only)	<p>The lowest evaluated Financial Proposal (Fm) is given the maximum financial score (Sf) of 100.</p> <p>The formula for determining the financial scores (Sf) of all other Proposals is calculated as following: $Sf = 100 \times Fm / F$, in which “Sf” is the financial score, “Fm” is the lowest price, and “F” the price of the proposal under consideration.</p> <p>The weights given to the Technical (T) and Financial (P) Proposals are: $T = \underline{\hspace{2cm}}$ [<i>Insert weight between 0.70 and 0.85</i>], and $P = \underline{\hspace{2cm}}$ [<i>Insert weight between 0.15 and 0.30</i>]</p> <p>Proposals are ranked according to their combined technical (St) and financial (Sf) scores using the weights (T = the weight given to the Technical Proposal; P = the weight given to the Financial Proposal; T + P = 1) as following: $S = St \times T\% + Sf \times P\%$.</p>

31	<p>The Standstill Period shall be: ___ days <i>[insert the minimum number of days legally allowed for appeals to Administrative Review Board]</i></p> <p>The procedures for making a procurement related complaint are detailed in the Public Procurement and Asset Disposal Act and Regulations. If a Firm wishes to make a procurement related complaint or appeal, the Firm shall submit its complaint to the Public Procurement Administrative Review Board.</p>
D. Negotiations and Award	
32.1	<p>Expected date and address for contract negotiations: Date: ___ Shall be communicated _____ day/month/year Address: _____</p>
35.2	<p>Expected date for the commencement of the Services: Date: <i>[insert date, month and year]</i> at: _____ Shall be communicated</p>
36.1	<p>The publication of the contract award information following the completion of the contract negotiations and contract signing will be done as following: The publication will be done within ___ days after the contract signing <i>[Insert the legally recognised days for publishing the Contract Award Notice]</i></p>
37.1	<p>The procedures for making a Procurement-related Complaints are detailed in the “Regulations” available from the PPRA Website www.ppra.go.ke or email complaints@ppra.go.ke. If a Tenderer wishes to make a Procurement-related Complaint, the Tenderer should submit its complaint following these procedures, in writing (by the quickest means available, that is either by hand delivery or email to:</p> <p>For the attention: <i>[insert full name of person receiving complaints]</i></p> <p>Title/position: <i>[insert title/position]</i></p> <p>Procuring Entity: <i>[insert name of Procuring Entity]</i></p> <p>Email address: <i>[insert email address]</i></p> <p>In summary, a Procurement-related Complaint may challenge any of the following:</p> <p>(i) the terms of the Tender Documents; and</p> <p>(ii) The Procuring Entity’s decision to award the contract.</p>

SECTION 3. TECHNICAL PROPOSAL-STANDARD FORMS

{Notes to Firms shown in brackets {} throughout Section 3 provide guidance to the Firm to prepare the Technical Proposal; they should not appear on the Proposals to be submitted.}

FORM TECH-1: TECHNICAL PROPOSAL SUBMISSION FORM

{Location, Date}

To: [Name and address of Procuring Entity]

Dear Sirs:

We, the undersigned, offer to Establish an Internationally Accredited Gold Refinery in Kenya in accordance with your RFP dated [Insert Date] and our Proposal. We are hereby submitting our Proposal, which includes this Technical Proposal and a Financial Proposal sealed in a separate envelope.

{If the Firm is a joint venture, insert the following: We are submitting our Proposal in association/as a consortium/as a joint venture with: {Insert a list with full name and the legal address of each member, and indicate the lead member}. We have attached a copy {insert: "of our letter of intent to form a joint venture" or, if a JV is already formed, "of the JV agreement"} signed by every participating member, which details the likely legal structure of and the confirmation of joint and severable liability of the members of the said joint venture.

OR

{If the Firm's Proposal includes Sub-consultants, insert the following:} We are submitting our Proposal with the following firms as Sub-consultants: {insert a list with full name and address of each Sub-consultant.}

We hereby declare that:

All the information and statements made in this Proposal are true and we accept that any *misinterpretation* or misrepresentation contained in this Proposal may lead to our disqualification by the Procuring Entity or maybe sanctioned by the PPRA.

Our Proposal shall be valid and remain binding upon us for the period of time specified in the Data Sheet, Clause 12.1.

We have no conflict of *interest* in accordance with ITC 3.

- a) We meet the eligibility requirements as stated in ITC 6, and we confirm our understanding of our obligation to abide by the Government's policy in regard to corrupt, fraudulent and prohibited practices as per ITC 5.
- b) In competing for (and, if the award is made to us, in executing) the Contract, we undertake to observe the laws against fraud and corruption, including bribery, as well as laws against

anti-competitive practices, including bid rigging in force in Kenya; we hereby certify that we have taken steps to ensure that no person acting for us or on our behalf engages in any type of Fraud and Corruption or anti-competitive practices.

- c) We confirm that we are not insolvent, in receivership, bankrupt or on the process of being of being wound up.
- d) In competing for and executing a contract, we shall undertake to observe the laws of Kenya against fraud and corruption including bribery, as well as against anticompetitive practices including bid-rigging.
- e) We are not guilty of any serious violation of fair employment laws and practices. We undertake to observe the laws of Kenya against fraud and corruption including bribery, as well as against collusive and anti-competitive practices, including bid rigging. To this effect we have signed the “Certificate of Independent Proposal Determination” attached below. We also undertake to adhere by the Code of Ethics for persons participating in Public Procurement and Asset Disposal Activities in Kenya, copy available from **www.ppra.go.ke** during the procurement process and the execution of any resulting contract.
- f) We, along with any of our sub-consultants are not subject to, and not controlled by any entity or individual that is subject to, a temporary suspension or a debarment imposed by the PPRA.
- g) Except as stated in the Data Sheet ITC 12.7, we undertake to negotiate a Contract on the basis of the proposed Key Experts. We accept that the substitution of Key Experts for reasons other than those stated in ITC 12 and ITC 32.3 and 32.4 may lead to the termination of Contract negotiations.
- h) Our Proposal is binding upon us and subject to any modifications resulting from the Contract negotiations.
- i) We understand that the Procuring Entity is not bound to accept any Proposal that it receives.
- j) We undertake, if our Proposal is accepted and the Contract is signed, to initiate the Services related to the assignment no later than the date indicated in Clause 35.2 of the Data Sheet.

We remain,

Yours sincerely,

Authorized Signature *{In full and initials}*: Name and Title of Signatory:

Name of Firm *(company's name or JV's name)*:

Contact information *(phone and e-mail)*:

{For a joint venture, either all members shall sign or only the lead member, in which case the power of attorney to sign on behalf of all members shall be attached}

FORM TECH-2: FIRM'S ORGANIZATION AND EXPERIENCE

Form TECH-2: a brief description of the Firm's organization and an outline of the recent experience of the Firm that is most relevant to the assignment. In the case of a joint venture, information on similar assignments shall be provided for each partner. For each assignment, the outline should indicate the names of the Firm's Key Experts and Sub-consultants who participated, the duration of the assignment, the contract amount (total and, if it was done in a form of a joint venture or a sub-consultancy, the amount paid to the Firm), and the Firm's role/involvement.

A - Firm's Organization

Provide here a brief description of the background and organization of your company, and-in case of a joint venture-of each member for this assignment.

B - Firm's Experience

1. List only previous similar assignments successfully completed in the past 10 years.
2. List only those assignments for which the Firm was legally contracted by the Procuring Entity as a company or was one of the joint venture partners. Assignments completed by the Firm's individual experts working privately or through other Firms cannot be claimed as the relevant experience of the Firm, or that of the Firm's partners or sub-Firms, but can be claimed by the Experts themselves in their Curriculum Vitae (CV).
3. The Firm shall substantiate their claimed experience by presenting copies of relevant documents such as the form of contract (not the whole contract), purchase order, service order, performance certificate, etc.; which shall be included in the proposal as part of *Form Tech 7 Mandatory Documentary Evidence*

Assignment name:	Approx. value of the contract [KES, equivalent]:
Country:	Duration of assignment (months):
Name of Procuring Entity:	Total N° of staff-months of the assignment:
Contact Address: Email:	Approx. value of the services provided by your firm under the contract:
Start date (month/year): Completion date:	N° of professional staff-months provided by associated Firms:
Role on Assignment: (E.g. Lead Member in ABC JV, or Sole Firm):	Name of senior professional staff of your firm involved and functions performed:
Narrative description of Assignment:	
Description of actual services provided by your staff within the assignment:	
Name of Firm:	Name and Title of Signatory:

FORM TECH-3: COMMENTS AND SUGGESTIONS

Form TECH-3: The Firm to provide comments and suggestions on the Terms of Reference, counterpart staff and facilities to be provided by the Procuring Entity that could improve the quality/effectiveness of the assignment.

A - On the Terms of Reference

{Improvements to the Terms of Reference, if any}

B - On Counterpart Staff and Facilities N/A

FORMTECH-4: DESCRIPTION OF APPROACH, METHODOLOGY, AND WORK PLAN

Form TECH-4: a description of the approach, methodology and work plan in responding to the terms of reference for performing the assignment, including a detailed description of the proposed methodology and staffing for training, if the Terms of Reference specify training as a specific component of the assignment.

- a) Technical Approach and Methodology
- b) Work Plan
- c) Organization and Staffing
 - i) Technical Approach and Methodology. *{Please explain your understanding of the objectives of the assignment as outlined in the Terms of Reference (TORs), the technical approach, and the methodology you would adopt for implementing the tasks to deliver the expected output(s), and the degree of detail of such output. Please do not repeat/copy the TOR sin here.}*
 - ii) Work Plan. *{Please outline the plan for the implementation of the main activities/tasks of the assignment, their content and duration, phasing and interrelations, milestones (including interim approvals by the Procuring Entity), and tentative delivery dates of their ports. The proposed work plan should be consistent with the technical approach and methodology, showing your understanding of the TOR and ability to translate them into a feasible working plan. The work plan should be consistent with the Work Schedule Form.*
 - iii) Organization and Staffing. *{Please describe the structure and composition of your team, including the list of the Key Experts, Non-Key Experts and relevant technical and administrative support staff.}*

FORM TECH-5: WORK SCHEDULE AND PLANNING FOR DELIVERABLES:

N°	Deliverables ¹ (D-..)	Months												
		1	2	3	4	5	6	7	8	9	n	TOTAL	
D-1	{e.g., Deliverable #1: Report A													
	1) data collection													
	2) drafting													
	3) inception report													
	4) incorporating comments													
	5).....													
	6) delivery of final report to Procuring Entity }													
D-2	{e.g., Deliverable #2: }													
N														

- 1 List the deliverables with the breakdown for activities required to produce them and other benchmarks such as the Procuring Entity's approvals. For phased assignments, indicate the activities, delivery of reports, and benchmarks separately for each phase.
- 2 Duration of activities shall be indicated in a form of a bar chart.
3. Include a legend, if necessary, to help read the chart.

FORM TECH-6B: CURRICULUM VITAE (CV)

Position Title and No.	{e.g., K-1, Team Leader}
Name of Expert:	{Insert full name}
Date of Birth:	{day/month/year}
Country of Citizenship	

Education: {List college/university or other specialized education, giving names of educational institutions, dates attended, degree(s)/diploma(s) obtained}

Employment record relevant to the assignment: {Starting with present position, list in reverse order. Please provide dates, name of employing organization, titles of positions held, types of activities performed and location of the assignment, and contact information of previous Procuring Entity's and employing organization(s) who can be contacted for references. Past employment that is not relevant to the assignment does not need to be included.}

Period	Employing organization and your Title/position. Contact Info. for references	Country	Summary of activities performed relevant to the Assignment
[e.g., May 2011-present]	[e.g., Ministry of, advisor/Firm To... For references: Tel...../e-mail.....; Mr. XXXX, deputy manager]		

Membership in Professional Associations and Publications: _____

Language Skills (indicate only languages in which you can work): _____

Adequacy for the Assignment:

Detailed Tasks Assigned on Firm's Team of Experts:	Reference to Prior Work/Assignments that Best Illustrates Capability to Handle the Assigned Tasks
{List all deliverables/tasks as in TECH- 5 in which the Expert will be involved)	

Expert's contact information :(e-mail.....
 phone.....)

Certification: I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes myself, my qualifications, and my experience, and I am available to undertake the assignment in case of an award. I understand that any misstatement or misrepresentation described herein may lead to my disqualification or dismissal by the Procuring Entity, and/or sanctions by the PPRA.

Name of Expert _____ Signature _____ Date _____
 { day / month/year }

Name of authorized _____ Signature _____ Date _____

Representative of the Firm (the same who signs the Proposal

FORMTECH-7: MANDATORY SUPPORT DOCUMENTS

[The Firm shall use an Annex to submit all the required support documentary evidence as required in the RFP, especially the mandatory and eligibility criteria specified in the Data Sheet ITC 22.1]

Annex 1: Certificate of Incorporation/Certificate of Registration

{Insert here a copy of certificate of incorporation or registration}

Annex 2: Tax Compliance Certificate

{Firm to insert a copy of the tax compliance certificate from Kenya Revenue Authority or similar body in the case of foreign consulting firms}

Annex 3: Practice License or Certificate for the Firm

{If required, Firm to insert a copy of the firm's practice license or registration certificate issued by the professional body specified under Data Sheet ITC 22.1} Not Applicable

Annex 4: Similar Experience as a Firm

{Firm to insert here copies of the form of contract, purchase order, service order, and performance certificate or similar evidence of similar assignments carried out by the firm. The assignments shall be the same as those provided under FORM TECH 2B}

Annex 5: Academic Certificates

{Firm to insert copies of the required relevant academic certificates relevant to the assignment for all the key experts}

Annex 6: Professional Certificates

{Firm to insert copies of professional certificates and relevant short-term trainings to demonstrate professional qualifications for all the key experts}

Annex 7: Professional Membership of Key Experts

{If applicable, Firm to insert copies of professional membership certificate for its key experts}

Annex 8: Any other required documentary evidence

Attach any document relevant to the RFP herein.

Annex 9: Certificate of independent proposal determination

I, the undersigned, in submitting the accompanying TECHNICAL PROPOSAL SUBMISSION FORM to the _____ *[Name of Procuring Entity]*
For: _____ *[Name and number of tender]* in response to the request for tenders made by: _____ *[Name of Tenderer]* do hereby make the following statements that I certify to be true and complete in every respect:

I certify, on behalf of _____ *[Name of Tenderer]* that:

- (i) I have read and I understand the contents of this Certificate;
- (ii) I understand that the Tender will be disqualified if this Certificate is found not to be true and complete in every respect;
- (iii) I am the authorized representative of the Tenderer with authority to sign this Certificate, and to submit the Tender on behalf of the Tenderer;
- (iv) For the purposes of this Certificate and the Tender, I understand that the word “competitor” shall include any individual or organization, other than the Tenderer, whether or not affiliated with the

Tenderer, who:

- Has been requested to submit a Tender in response to this request for tenders;
 - could potentially submit a tender in response to this request for tenders, based on their qualifications, abilities or experience;
- (v) The Tenderer discloses that [check one of the following, as applicable]:
- The Tenderer has arrived at the Tender independently from, and without consultation, communication, agreement or arrangement with, any competitor;
 - The Tenderer has entered into consultations, communications, agreements or arrangements with one or more competitors regarding this request for tenders, and the Tenderer discloses, in the attached document(s), complete details thereof, including the names of the competitors and the nature of, and reasons for, such consultations, communications, agreements or arrangements;
- (vi) In particular, without limiting the generality of paragraphs(5)(a) or (5) (b)above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:
- prices;
 - methods, factors or formulas used to calculate prices;
 - the intention or decision to submit, or not to submit, a proposal; or
 - the submission of a proposal which does not meet the specifications of the request for proposals; except as specifically disclosed pursuant to paragraph(5)(b) above;
- (vii) In addition, there has been no consultation, communication, agreement or arrangement with any competitor regarding the quality, quantity, specifications or delivery particulars of the works or services to which this RFP relates, except as specifically authorized by the procuring authority or as specifically disclosed pursuant to paragraph(5)(b) above;
- (viii) The terms of the RFP have not been, and will not be, knowingly disclosed by the Firm, directly or indirectly, to any competitor, prior to the date and time of the official proposed opening, or of the awarding of the Contract, whichever comes first, unless otherwise required by law or as specifically disclosed pursuant to paragraph(5)(b) above.

Name

Title

Date

[Name, title and signature of authorized agent of the Firm and Date]

Annex 10: Appendix to form of proposal on fraud and corruption clause

Purpose

The government of Kenya's Anti-Corruption and Economic Crime laws and their sanction's policies and procedures, Public Procurement and Asset Disposal Act (*no. 33 of 2015*) and its Regulation, and any other Kenya's Acts or Regulations related to Fraud and Corruption, and similar offences, shall apply with respect to Public Procurement Processes and Contracts that are governed by the laws of Kenya.

Requirements

The Government of Kenya requires that all parties including Procuring Entities, Tenderers, (applicants/proposers), Firms, Contractors and Suppliers; any Sub-contractors, Subconsultants, Service providers or Suppliers; any Agents (whether declared or not); and any of their Personnel, involved and engaged in procurement under Kenya's Laws and Regulation, observe the highest standard of ethics during the procurement process, selection and contract execution of all contracts ,and refrain from Fraud and Corruption and fully comply with Kenya's laws and Regulations as per paragraphs 1.1 above.

Kenya's public procurement and asset disposal act (*no.33 of 2015*) under Section 66 describes rules to be followed and actions to be taken in dealing with Corrupt, Coercive, Obstructive, Collusive or Fraudulent practices, and Conflicts of Interest in procurement including consequences for offences committed. A few of the provisions noted below highlight Kenya's policy of no tolerance for such practices and behavior:

- (1) a person to whom this Act applies shall not be involved in any corrupt, coercive, obstructive, collusive or fraudulent practice; or conflicts of interest in any procurement or asset disposal proceeding;

- (2) A person referred to under sub section (1) who contravenes the provisions of that subsection commits an offence;
- (3) Without limiting the generality of the subsection (1) and (2), the person shall be: -
 - a) disqualified from entering into a contract for a procurement or asset disposal proceeding; or
 - b) if a contract has already been entered into with the person, the contract shall be avoidable;
- (4) The voiding of a contract by the procuring entity under subsection (7) does not limit any legal remedy the procuring entity may have;
- (5) An employee or agent of the procuring entity or a member of the Board or committee of the procuring entity who has a conflict of interest with respect to a procurement—
 - i) Shall not take part in the procurement proceedings; ii) shall not, after a procurement contract has been entered into, take part in any decision relating to the procurement or contract; and iii) Shall not be a sub-contractor for the tender to whom was awarded contract, or a member of the group of tenderers to whom the contract was awarded, but the subcontractor appointed shall meet all the requirements of this Act.
- (6) An employee, agent or member described in subsection (1) who refrains from doing anything prohibited under that subsection, but for that subsection, would have been within his or her duties shall disclose the conflict of interest to the procuring entity;
- (7) If a person contravenes sub section (1) with respect to a conflict of interest described in subsection (5) (a) and the contract is awarded to the person or his relative or to another person in whom one of them had a direct or indirect pecuniary interest, the contract shall be terminated and all costs incurred by the public entity shall be made good by the awarding officer.
- (8) Incompliance with Kenya's laws, regulations and policies mentioned above, the Procuring Entity:

- a) Defines broadly, for the purposes of the above provisions, the terms set forth below as follows:
- i) “corrupt practice” is the offering, giving, receiving, or soliciting, directly or indirectly, of anything of value to influence improperly the actions of another party;
 - ii) “fraudulent practice” is any act or omission, including misrepresentation, that knowingly or recklessly misleads, or attempts to mislead, a party to obtain financial or other benefit or to avoid an obligation;
 - iii) “collusive practice” is an arrangement between two or more parties designed to achieve an improper purpose, including to influence improperly the actions of another party;
 - iv) “coercive practice” is impairing or harming, or threatening to impair or harm, directly or indirectly, any party or the property of the party to influence improperly the actions of a party;
 - v) “obstructive practice” is:

- deliberately destroying, falsifying, altering, or concealing of evidence material to the investigation or making false statements to investigators in order to materially impede investigation by Public Procurement Regulatory Authority (PPRA) or any other appropriate authority appointed by Government of Kenya into allegations of a corrupt, fraudulent, coercive, or collusive practice; and/or threatening, harassing, or intimidating any party to prevent it from disclosing its knowledge of matters relevant to the investigation or from pursuing the investigation; or
- Acts intended to materially impede the exercise of the PPRA's or the appointed authority's inspection and audit rights provided for under paragraph 2.3e below.

- b) Defines more specifically, in accordance with the above procurement Act provisions set forth for fraudulent and collusive practices as follows:

"fraudulent practice" includes a misrepresentation of fact in order to influence a procurement or disposal process or the exercise of a contract to the detriment of the procuring entity, or the tenderer, or the contractor, and includes collusive practices

amongst tenderers, whether prior to or after tender submission, designed to establish tender prices at artificial non-competitive levels and to deprive the procuring entity of the benefits of free and open competition.

- c) Rejects a proposal or award¹of a contract if PPRA determines that the firm or individual recommended for award, any of its personnel, or its agents, or its subconsultants, sub-contractors, service providers, suppliers and/ or their employees, has, directly or indirectly, engaged in corrupt, fraudulent, collusive, coercive, or obstructive practices in competing for the contract in question;
- d) Pursuant to the Kenya's above stated Acts and Regulations, may sanction or debar or recommend to appropriate authority(ies) for sanctioning and debarment of a firm or individual, as applicable under the Acts and Regulations;
- e) Requires that a clause be included in Tender documents and Request for Proposal documents requiring (i) Tenderers (applicants/proposers), Firms, Contractors, and Suppliers and their Sub-contractors, Sub- consultants, Service providers, Suppliers, Agents personnel, permit the PPRA or any other appropriate authority appointed by Government of Kenya to inspect²all accounts, records and other documents relating to the procurement process, selection and/or contract execution, and to have them audited by auditors appointed by the PPRA or any other appropriate authority appointed by Government of Kenya; and
- f) Pursuant to Section 62 of the above Act, requires Applicants/Tenderers to submit along with their Applications/Tenders/Proposals a “Self-Declaration Form” as included in the procurement document declaring that they and all parties involved in the procurement process and contract execution have not engaged/will not engage in any corrupt or fraudulent practices.

¹*For the avoidance of doubt, a party's ineligibility to be awarded a contract shall include, without limitation,*

(i) Applying for pre-qualification, expressing interest in

A contract, and tendering, either directly or as a nominated sub-contractor, nominated Firm, nominated manufacturer or supplier, or nominated service provider, in respect of such contract, and

(ii) Entering into an addendum or amendment introducing a material modification to any existing contract.

2 Inspections in this context usually are investigative (i.e., forensic) in nature. They involve fact-finding activities undertaken by the Investigating Authority or persons appointed by the Procuring Entity to address specific matters related to investigations/audits, such as evaluating the veracity of an allegation of possible Fraud and Corruption, through the appropriate mechanisms. Such activity includes but is not limited to: accessing and examining a firm's or individual's financial records and information, and making copies thereof as relevant; accessing and examining any other documents, data and information (whether in hard copy or electronic format) deemed relevant for the investigation/audit, and making copies thereof as relevant; interviewing staff and other relevant individuals; performing physical inspections and site visits; and obtaining third party verification of information.

Annex 11: Self Declaration Form SD 1

FORM SD1

**SELF DECLARATION THAT THE PERSON/TENDERER IS NOT DEBARRED
IN THE MATTER OF THE PUBLIC PROCUREMENT AND ASSET DISPOSAL
ACT 2015.**

I,, of Post Office Box being
a resident of in the Republic of do
hereby make a statement as follows: -

1. THAT I am the Company Secretary/Chief Executive/Managing Director/Principal Officer/Director of (Insert name of the Company) who is a Bidder in respect of **Tender No.** for..... (*Insert tender title/description*) for..... (*Insert name of the Procuring entity*) and duly authorized and competent to make this statement.
2. THAT the aforesaid Bidder, its Directors and subcontractors have not been debarred from participating in procurement proceeding under Part IV of the Act.
3. THAT what is deponed to here in above is true to the best of my knowledge, information and belief.

.....
(Title)

..... (Signature)

Bidder Official Stamp

Annex 12: Self Declaration Form SD2

SELF DECLARATION THAT THE PERSON/TENDERER WILL NOT ENGAGE IN ANY CORRUPT OR FRAUDULENT PRACTICE.

1. I,..... of P. O. Box
.....being a resident of in the
Republic of do hereby make a statement as follows: -
2. THAT I am the Chief Executive/Managing Director/Principal Officer/Director of.....
3. (*Insert name of the Company*) who is a Bidder in respect of
Tender No. for
..... (*Insert tender title/description*) for
..... (*Insert name of the Procuring entity*) and duly
authorized and competent to make this statement.
4. THAT the aforesaid Bidder, its servants and/or agents /subcontractors will not engage in any corrupt or fraudulent practice and has not been requested to pay any inducement to any member of the Board, Management, Staff and/or employees and/ or agents of..... (*Insert name of the Procuring entity*) which is the procuring entity.
5. THAT the aforesaid Bidder, its servants and/or agents /subcontractors have not offered any inducement to any member of the Board, Management, Staff and/or employees and/or agents of..... (*Name of the procuring entity*).
6. THAT the aforesaid Bidder will not engage /has not engaged in any corrosive practice with other bidders participating in the subject tender.

7. THAT what is deponed to herein above is true to the best of my knowledge information and belief.

..... (Title)
(Signature) (Date)

Bidder Official Stamp

Annex 13: Declaration and Commitment to the Code of Ethics

I
(Person) on behalf of (*Name of the Business/ Company/Firm*)
declare that I have read and fully understood the contents of the Public Procurement & Asset Disposal Act,2015, Regulations and the Code of Ethics for persons participating in Public Procurement and Asset Disposal Activities in Kenya and my responsibilities under the Code.

I do here by commit to abide by the provisions of the Code of Ethics for persons participating in Public Procurement and Asset Disposal.

Name of Authorized signatory.....

Sign.....

Position.....

Office address.....

Telephone.....

E-mail.....

Name of the Firm/Company.....

Date.....

(Company Seal/ Rubber Stamp where applicable)

Witness

Name

Sign.....

Date.....

Annex 14: Tender Securing Declaration Form

[The Bidder shall complete this Form in accordance with the instructions indicated]

Date: [Insert date (as day, month and year) of Tender Submission]

Tender No.: [Insert number of tendering process] To: [Insert complete name of Purchaser]

I/We, the undersigned, declare that:

1. I / We understand that, according to your conditions, bids must be supported by a Tender-Securing Declaration.
2. I / We accept that I/we will automatically be suspended from being eligible for tendering in any contract with the Purchaser or the period of time of [insert number of months or years] starting on [insert date], if we are in breach of our obligation (s) under the bid conditions, because we—(a) have withdrawn our tender during the period of tender validity specified by us in the Tendering Data Sheet; or (b) having been notified of the acceptance of our Bid by the Purchaser during the period of bid validity, (i) fail or refuse to execute the Contract, if required, or (ii) fail or refuse to furnish the Performance Security, in accordance with the instructions to tenders.
3. I / We understand that this Tender Securing Declaration shall expire if we are not the successful Tenderer (s), upon the earlier of:
 - a) Our receipt of a copy of your notification of the name of the successful Tenderer;
or
 - b) Thirty days after the expiration of our Tender.

4. I/We understand that if I am /we are/in a Joint Venture, the Tender Securing Declaration must be in the name of the Joint Venture that submits the bid, and the Joint Venture has not been legally constituted at the time of bidding, the Tender Securing Declaration shall be in the names of all future partners as named in the letter of intent.

Signed:

Capacity / title (director or partner or sole proprietor, etc.)

Name:

Duly authorized to sign the bid for and on behalf of: *[Insert complete name of Tenderer]*

Dated on day of *[Insert date of signing]*

Seal or stamp

SECTION 4. FINANCIAL PROPOSAL-STANDARD FORMS

{Notes to Firm shown in brackets {...} provide guidance to the Firms to prepare the Financial Proposals; they should not appear on the Financial Proposals to be submitted.}

Financial Proposal Standard Forms shall be used for the preparation of the Financial Proposal according to the instructions provided in Section 2.

FIN-1 Financial Proposal Submission Form

FIN-2 Summary of Financial Proposal

FIN-3 Breakdown of Financial proposal

FIN-4 Reimbursable expenses: N/A

SECTION 4. FINANCIAL PROPOSAL-STANDARD FORMS

FORM FIN-1: FINANCIAL PROPOSAL SUBMISSION FORM

..... {Location, Date}

To: [Name and address of Procuring Entity]

Dear Sirs:

We, the undersigned, offer to Establish an Internationally Accredited Gold Refinery in Kenya in accordance with your Request for Proposal dated..... [Insert Date] and our Technical Proposal.

Our attached Financial Proposal is for the amount of..... *{Indicate the corresponding to the amount currency} {Insert amounts in words and figures}*, including of all taxes in accordance with ITC 25.2 in the Data Sheet. The estimated amount of local taxes is..... *{Insert currency} {Insert amount in words and figures}*. *{Please note that all amounts shall be the same as in Form FIN-2}*.

Our Financial Proposal shall be valid and remain binding upon us, subject to the modifications resulting from Contract negotiations, for the period of time specified in the ITC12.1 Datasheet.

Commissions and gratuities paid or to be paid by us to an agent or any third party relating to preparation or submission of this Proposal and Contract execution, paid if we are awarded the Contract, are listed below:

Name and Address, Amount and Purpose of Commission of Agents, Currency or Gratuity

{If no payments are made or promised, add the following statement: “No commissions or gratuities have been or are to be paid by us to agents or any third party relating to this Proposal and Contract execution.”}

We understand you are not bound to accept any Proposal you receive. We remain, Yours sincerely,

Signature..... (of Firm's authorized representative) {In full and initials}:
 Full name: {insert full name of authorized representative}
 Title: {insert title/ position of authorized representative} Name
 of Firm..... (company's name or JV's name):
 Capacity: {insert the person's capacity to sign for the Firm}
 Physical Address: {insert the authorized representative's address} Phone:
 {insert the authorized representative's phone and fax number, if
 applicable}
 Email: {insert the authorized representative's email address}

{For a joint venture, either all members shall sign or only the lead member/ Firm, in which
 case the power of attorney to sign on behalf of all members shall be attached}

FORM FIN-2: SUMMARY OF FINANCIAL PROPOSAL

Item	Cost			
	{Firm must state the proposed Financial Proposal in accordance with ITC 16.4 of the Data Sheet; delete columns which are not used}			
	{Insert Foreign Currency # 1}	{Insert Foreign Currency # 2, if used}	Insert Local Currency, if used and/or required (16.4 Data Sheet}	Points
Financial Proposal Including:				
1) Budgeted Capital injection to be deployed for the Project.				Max 20

2) Proposed Government Share of Capital of the Mining Right. The Minimum as provided in the Mining Act, 2016 is 10% Free carried Interest. (Section 48).				Max 20
3) Proposed royalty rates. The Minimum is 5% of Gross Sales as set out in the Mining (Prescription of Royalties) Regulations, 2013				Max 20
4) Detailed description and Commitment to adhere to Local Content Laws as contained in the Mining Act 2016				Max 10
5) The expected revenue to the Government in form of Direct Taxes (PAYE, CIT, VAT etc.) and Indirect taxes as a percentage of the operation's gross income (Government take)				Max 20
6) Commitment to enter into a Community Development Agreement with the Local Community as provided at least 1% of the Gross Revenue per year to the CDA Committees for community projects as provided for under section 47 (1) (g) of the Mining Act 2016 as read together with section 12 (1) of the Mining (Community Development Agreement) regulations, 2017.				Max 10
				Max 100

FORM FIN-3B: FIRM'S REPRESENTATIONS REGARDING COSTS AND CHARGES

{This Form FIN 3B shall be used for Time-Based contracts only. If Lump sum Contract is used, the Procuring Entity shall delete the FORMFIN-3B, FORM FIN-3C and FORM FIN-3D from the RFP before issuance to Firms} Not Applicable

Firm:Country:

Assignment:Date:

We hereby confirm that:

- a) The basic fees indicated in the attached table are taken from the firm's pay roll records and reflect the current rates of the Experts listed which have not been raised other than within the normal annual pay increase policy as applied to all the Firm's Experts;
- b) attached are true copies of the latest pay slips of the Experts listed: N/A
- c)
- d) the away-from- home office allowances indicated below are those that the Firm has agreed to pay for this assignment to the Experts listed: N/A
- e)
- f) the factors listed in the attached table for social charges and overhead are based on the firm's average cost experiences for the latest three years as represented by the firm's financial statements; and
- g)
- h) said factors for overhead and social charges do not include any bonuses or other means of profit-sharing.

..... [Name of Firm]

Signature of Authorized Representative

Name:

Title:

Date:

FORM-3C: FORM FOR FIRM'S REPRESENTATIONS REGARDING COSTS AND CHARGES : Not Applicable

{This Form FIN 3C shall be used for Time-Based contracts only} Not Applicable

(Expressed in {insert name of currency*})

Personnel		1	2	3	4	5	6	7	8
Name	Position	Basic Remuneration Rate per Working Month/Day/Year	Social Charges ¹	Overhead ¹	Subtotal	Profit ²	Away from Home Office Allowance	Proposed Fixed Rate per Working Month/Day/Hou r	Proposed Fixed Rate per Working Month/Day/Hour
Home Office									
Procuring Entity's Country									

{* If more than one currency is used, use additional table(s), one for each currency }

1. Expressed as percentage of 1

2. Expressed as percentage of 4

FORM-FIN 3D: BREAKDOWN OF REMUNERATION RATES [FOR TIME BASED CONTRACTS ONLY] - Not Applicable

1. Review of Remuneration Rates

- 1.1 The remuneration rates are made up of salary or a base fee, social costs, overheads, profit, and any premium or allowance that may be paid for assignments away from headquarters or a home office. Form FIN3 C can be used to provide a breakdown of rates.
- 1.2 The Form FIN 3C shall be completed and attached to the Financial Form-3. As agreed at the negotiations, breakdown sheets shall form part of the negotiated Contract and included in its Appendix D or C.
- 1.3 At the negotiations the firm shall be prepared to disclose its audited financial statements for the last three years, to substantiate its rates, and accept that its proposed rates and other financial matters are subject to scrutiny. The Procuring Entity is charged with the custody of government funds and is expected to exercise prudence in the expenditure of these funds.

2 Rate details are discussed below:

Salary is the gross regular cash salary or fee paid to the individual in the firm's home office. It shall not contain any premium for work away from headquarters or bonus, except where these are included bylaw or government regulations.

Bonuses are normally paid out of profits. To avoid double counting, any bonuses shall not normally be included in the "Salary" and should be shown separately. Where the Firm's accounting system is such that the percentages of social costs and overheads are based on total revenue, including bonuses, those percentages shall be adjusted downward accordingly. Where national policy requires that 13 months' pay be given for 12 months' work, the profit element need not be adjusted

downward. Any discussions on bonuses shall be supported by audited documentation, which shall be treated as confidential.

Social Charges are the costs of non-monetary benefits and may include, inter alia, social security (including pension, medical, and life insurance costs) and the cost of a paid sick and/or annual leave. In this regard, a paid leave during public holidays or an annual leave taken during an assignment if no Expert's replacement has been provided is not considered social charges.

Cost of Leave The principles of calculating the cost of total days leave per annum as a percentage of basic salary is normally calculated as follows:

$$\text{Leave cost as percentage of salary} = \frac{\text{total days leave} \times 100}{[365 - w - \text{ph} - v - s]}$$

Where w = weekends, ph = public holidays, v = vacation, and s = sick leave.

Please note that leave can be considered as a social cost only if the Procuring Entity is not charged for the leave taken.

Overheads are the Firm's business costs that are not directly related to the execution of the assignment and shall not be reimbursed as separate items under the Contract. Typical items are home office costs (non-billable time, time of senior Firm's staff monitoring the project, rent of headquarters' office, support staff, research, staff training, marketing, etc.), the cost of Firm's personnel not currently employed on revenue-earning projects, taxes on business activities, and business promotion costs. During negotiations, audited financial statements, certified as correct by an independent auditor and supporting the last three years' over heads, shall be available for

discussion, together with detailed lists of items making up the overheads and the percentage by which each relates to basic salary. The Procuring Entity does not accept an add-on margin for social charges, overhead expenses, etc. for Experts who are not permanent employees of the Firm. In such case, the Firm shall be entitled only to administrative costs and a fee on the monthly payments charged for sub-contracted Experts.

Profit is normally based on the sum of the Salary, Social costs, and Overheads. If any bonuses paid on a regular basis are listed, a corresponding reduction shall be made in the profit amount. Profit shall not be allowed on travel or any other reimbursable expenses.

Away from Home Office Allowance or Premium or Subsistence Allowances Some Firms pay allowances to Experts working away from headquarters or outside of the home office. Such allowances are calculated as a percentage of salary (or a fee) and shall not draw over heads or profit. Sometimes, by law, such allowances may draw social costs. In this case, the amount of this social cost shall still be shown under social costs, with the net allowance shown separately.

FORM-FIN-4 BREAKDOWN OF REIMBURSABLE: NOT APPLICABLE - Not Applicable

When used for Lump-Sum contract assignment, information to be provided in this Form shall only be used to demonstrate the basis for calculation of the Contract ceiling amount, to calculate applicable taxes at contract negotiations and, if needed, to establish payments to the Firm for possible additional services requested by the Procuring Entity. This form shall not be used as a basis for payments under LumpSum contracts. This form shall be filled for Time-Based Contracts to form the basis of contract negotiations.

B. Reimbursable Expenses								
N°	Type of Reimbursable Expenses	Unit	Unit Cost	Quantity	{Currency # 1- as in FIN-2}	{Currency # 2- as in FIN-2}	{Currency# 3- as in FIN-2}	{Local Currency- as in FIN-2}
	{e.g., Per diem	{Day}						
	{e.g., International flights}	{Ticket}						

	{e.g., In/out airport transportation}	{Trip}						
	{e.g., Communication costs between Insert place and Insert place}							
	{ e.g., reproduction of							
	{e.g., Office rent}							
							
	{Training of the Procuring Entity's personnel – if required in TOR}							
Total Costs								

Legend:

“Per diem allowance” is paid for each night the expert is required by the Contract to be away from his/her usual place of residence. Procuring Entity can set up a ceiling.

SECTION 5. TERMS OF REFERENCE

Background

The Ministry of Mining, Blue Economy and Maritime Affairs through the State Department for Mining is charged with the responsibility of regulating and promoting mineral development in Kenya.

The Ministry, in fulfilment of its desire to promote local in-country mineral value addition and beneficiation, invites qualified applicants to submit proposals for the establishment of an internationally accredited gold refinery in Kenya. The purpose of the gold refinery will be to refine gold mined both locally, regionally and internationally. The project aims to add quality to raw gold and improve its value through refining. Further, the project will improve the livelihoods of the beneficiary communities, the regional economy and that of Kenya as a whole through the creation of direct and indirect employment opportunities.

Service Description

The Government is seeking investor(s) who will finance, build, operate and transfer a gold refinery in Kenya.

Eligibility and qualification of bidders

- (i) Detailed company profile providing background, key management and technical team (with technical capability in gold processing and refining);
- (ii) Evidence of technical capability to deliver the envisaged project;
- (iii) Submit a business proposal on establishment and operation of the gold refinery;
- (iv) Successfully executed projects of a similar nature and clear demonstration of effective environmental preservation and Corporate Social Responsibility;
- (v) Demonstrable capability to raise funds sufficient for the investment with a balance sheet audited by a reputable firm for the last 3 years ;
- (vi) Five (5) and above years of experience in Gold processing and refining;
- (vii) A Joint Venture Agreement if anticipated identifies the lead partner, where firms have come together in a joint venture. Members of a joint venture will be required to meet the qualifications necessary in the proposal.

FINANCIAL PROPOSAL

Bidders will be evaluated based on the following Criterion

Item	Cost
	{Firm must state the proposed Financial Proposal in accordance with ITC 16.4 of the Data Sheet; delete columns which are not used}

	{Insert Foreign Currency # 1}	{Insert Foreign Currency # 2, if used}	Insert Local Currency, if used and/or required (16.4 Data Sheet}	Points
Financial Proposal Including:				
1) Budgeted Capital injection to be deployed for the Project				Max 20
2) Proposed Government Share of Capital of the Mining Right. The Minimum as provided in the Mining Act, 2016 is 10% Free carried Interest. Section 48.				Max 20
3) Royalty rates payable. The Minimum is 5% of Gross Sales as set out in the Mining (Prescription of Royalties) Regulations, 2013				Max 20
4) Detailed description and Commitment to adhere to Local Content Laws on Procurement of Local Goods and Services				Max 10
5) The expected revenue to the Government in form of Direct Taxes (PAYE, CIT, VAT etc.) and Indirect taxes as a percentage of the operation's gross income (Government take)				Max 20
6) Commitment to enter into a Community Development Agreement with the Local Community as provided at least 1% of the Gross Revenue per year to the CDA Committees for community projects as provided for under section 47 (1) (g) of				Max 10
the Mining Act 2016 as read				Max 100

SECTION 6: CONDITIONS OF CONTRACT AND CONTRACT FORMS

LIST OF FORMS

- i. General Conditions of Contract
- ii. Special Conditions of Contract
- iii. Form of Contract
- iv. Form of Advance Payment Guarantee: **N/A**
- v. Notification of Intention to Award
- vi. Letter of Award
- vii. Beneficial Ownership Disclosure Form
- viii. Request for Review

CONTRACT COVER PAGE

Contract

Proposed Establishment of an Internationally Accredited Gold Refinery in Kenya.

Contract No.: _____

Contract Description: _____

Between

[Name of the Procuring Entity] _____

And

[Name of the Firm] _____

Date:

GENERAL CONDITIONS OF CONTRACT

A. General Provisions

1. Definitions

1.1 Unless the context otherwise requires, the following terms whenever used in this Contract have the following meanings:

- a) “Applicable Law” means the laws and any other instruments having the force of law in Kenya.
- b) “Firm” means a legally established professional consulting firm or entity selected by the Procuring Entity to provide the Services under the signed Contract.
- c) “Contract” means the legally binding written agreement signed between the Procuring Entity and the Firm and which includes all the attached documents listed in its paragraph 1 of the Form of Contract (the General Conditions (GCC), the Special Conditions (SCC), and the Appendices).
- d) “Procuring Entity” means the Procuring Entity that signs the Contract for the Services with the selected Firm.
- e) “Day” means a working day unless indicated otherwise.
- f) “Effective Date” means the date on which this Contract comes into force and effect pursuant to Clause GCC 11.
- g) “Experts” means, collectively, Key Experts, Non-Key Experts, or any other personnel of the Firm, Sub-consultant or JV member(s) assigned by the Firm to perform the Services or any part thereof under the Contract.
- h) “Foreign Currency” means any currency other than the currency of Kenya.
- i) “GCC” mean these General Conditions of Contract.
- j) “Government” means the government of Kenya.
- k) “Joint Venture (JV)” means an association with or without a legal personality distinct from that of its members, of more than one entity where one member has the authority to conduct all businesses for and on behalf of any and all the members of the JV, and where the members of the JV are jointly and severally liable to the Procuring Entity for the performance of the Contract.

- l) “Key Expert(s)” means an individual professional whose skills, qualifications, knowledge and experience are critical to the performance of the Services under the Contract and whose Curricula Vitae (CV) was taken into account in the technical evaluation of the Firm's proposal.
- m) “Local Currency” means the Kenya Shillings, the currency of Kenya.
- n) “Non-Key Expert(s)” means an individual professional provided by the Firm or its Sub-consultant to perform the Services or any part here of under the Contract.
- o) “Party” means the Procuring Entity or the Firm, as the case may be, and “Parties” means both of them.
- p) “SCC” means the Special Conditions of Contract by which the GCC may be amended or supplemented but not over-written.
- q) “Services” means the work to be performed by the Firm pursuant to this Contract, as described in Appendix A hereto.
- r) “Sub-consultants” means an entity to whom/which the Firm subcontracts any part of the Services while remaining solely liable for the execution of the Contract.

- (t) “Third Party “means any person or entity other than the Government, the Procuring Entity, the Firm or a Sub-consultant.

2. Relationship between the Parties

2.1 Nothing contained herein shall be construed as establishing a relationship of master and servant or of principal and agent as between the Procuring Entity and the Firm. The Firm, subject to this Contract, has complete charge of the Experts and Sub-consultants, if any, performing the Services and shall be fully responsible for the Services performed by them or on their behalf hereunder.

3. Law Governing Contract

2.2 This Contract, its meaning and interpretation, and the relation between the Parties shall be governed by the Laws of Kenya.

4. Language

4.1 This Contract has been executed in the English language, which shall be the binding and controlling language for all matters relating to the meaning or interpretation of this Contract.

5. Headings

5.1 The headings shall not limit, alter or affect the meaning of this Contract.

6. Communications

6.1 Any communication required or permitted to be given or made pursuant to this Contract shall be in writing in the English Language. Any such notice, request or consent shall be deemed to have been given or made when delivered in person to an authorized representative of the Party to whom the communication is addressed, or when sent to such Party at the address specified in the SCC.

6.2 A Party may change its address for notice here under by giving the other Party any communication of such change to the address specified in the SCC.

7 Location

7.1 The Services shall be performed at such locations as are specified in Appendix A hereto and, where the location of a particular task is not so specified, at such locations, whether in Kenya or elsewhere, as the Procuring Entity may approve.

8 Authority of Member in Charge

8.1 In case the Firm is a Joint Venture, the members hereby authorize the member specified in the SCC to act on their behalf in exercising all the Firm's rights and obligations towards the Procuring Entity under this Contract, including without limitation the receiving of instructions and payments from the Procuring Entity.

9 Authorized Representatives

9.1 Any action required or permitted to be taken, and any document required or permitted to be executed under this Contract by the Procuring Entity or the Firm may be taken or executed by the officials specified in the SCC.

10 Corrupt and Fraudulent Practices

10.1 The government requires compliance with its policy regarding corrupt and fraudulent/prohibited practices as set forth in its laws and policies.

10.2 Commissions and Fees. The Procuring Entity requires the Firm to disclose any commissions, gratuities or fees that may have been paid or are to be paid to a gents or any other party with respect to the selection process or execution of the Contract. The information disclosed must include at least the name and address of the agent or other party, the amount and currency, and the purpose of the commission, gratuity or

fee. Failure to disclose such commissions, gratuities or fees may result in termination of the Contract by the Procuring Entity and/or sanctions by the PPRA.

B. Commencement, Completion, Modification and Termination of Contract

11 Effectiveness of Contract

11.1 This Contract shall come into force and effect on the date (the “Effective Date”) of the Procuring Entity's notice to the Firm instructing the Firm to begin carrying out the Services. This notice shall confirm that the effectiveness conditions, if any, listed in the SCC have been met.

12 Termination of Contract for Failure to Become Effective

12.1 If this Contract has not become effective within such time period after the date of Contract signature as specified in the SCC, either Party may, by not less than twenty-two (22) days written notice to the other Party, declare this Contract to be null and void, and in the event of such a declaration by either Party, neither Party shall have any claim against the other Party with respect there to.

13 Commencement of Services

13.1 The Firm shall confirm availability of Key Experts and begins carrying out the Services not later than the number of days after the Effective Date specified in the SCC.

14 Expiration of Contract

14.1 Unless terminated earlier pursuant to Clause GCC19 hereof, this Contract shall expire at the end of such time period after the Effective Date as specified in the SCC.

15 Entire Agreement

15.1 This Contract contains all covenants, stipulations and provisions agreed by the Parties. No agent or representative of either Party has authority to make, and the Parties shall not be bound by or be liable for, any statement, representation, promise or agreement not set forth herein.

16 Modifications or Variations

16.1 Any modification or variation of the terms and conditions of this Contract, including any modification or variation of the scope of the Services, may only be made by written agreement between the Parties. However, each Party shall give due consideration to any proposals for modification or variation made by the other Party.

17 Force Majeure

a. Definition

17.1 For the purposes of this Contract, “Force Majeure” means event which is beyond the reasonable control of a Party, is not foreseeable, is unavoidable, and makes a Party's performance of its obligations hereunder impossible or so impractical as reasonably to be considered impossible under the circumstances, and subject to those requirements, includes, but is not limited to, war, riots, civil disorder, earthquake, fire, explosion, storm, flood or other adverse weather conditions, strikes, lockouts or other industrial action confiscation or any other action by Government agencies.

17.2 Force Majeure shall not include (i) any event which his caused by the negligence or intentional action of a Party or such Party's Experts, Sub-consultants or agents or employees, nor (ii) any event which a diligent Party could reasonably have been expected to both take into account at the time of the conclusion of this Contract and avoid or over come in the carrying out of its obligations here under.

17.3 Force Majeure shall not include insufficiency of funds or failure to make any payment required here under.

b. No Breach of Contract

17.4 The failure of a Party to fulfill any of its obligations here under shall not be considered to be a breach of, or default under, this Contract in so far as such inability arises from an event of Force Majeure, provided that the Party affected by such an event has taken all reasonable precautions, due care and reasonable alternative measures, all with the objective of carrying out the terms and conditions of this Contract.

c. Measures to be taken

17.5 A party affected by an event of Force Majeure shall continue to perform its obligations under the Contract as far as is reasonably practical and shall take all reasonable measures to minimize the consequences of any event of Force Majeure.

17.6 A Party affected by an event of Force Majeure shall notify the other Party of such event as soon as possible, and in any case not later than fourteen (14) calendar days following the occurrence of such event, providing evidence of the nature and cause of such event, and shall similarly give written notice of the restoration of normal conditions as soon as possible.

- a) Any period within which a Party shall, pursuant to this Contract, complete any action or task, shall be extended for a period equal to the time during which such Party was unable to perform such action as a result of Force Majeure.

- b) During the period of their inability to perform the Services as a result of an event of Force Majeure, the Firm, upon instructions by the Procuring Entity, shall either:
- c) demobilize, in which case the Firm shall be reimbursed for additional costs they reasonably and necessarily incurred, and, if required by the Procuring Entity, in reactivating the Services; or
- d) Continue with the Services to the extent reasonably possible, in which case the Firm shall continue to be paid under the terms of this Contract and be reimbursed or additional costs reasonably and necessarily incurred.

17.7 In the case of disagreement between the Parties as to the existence or extent of Force Majeure, the matter shall be settled according to Clauses GCC 43 & 44.

18 Suspension

18.1 The Procuring Entity may, by written notice of suspension to the Firm, suspending all mining operations if the Firm fails to perform any of its obligations under this Contract, including the carrying out of the Services, provided that such notice of suspension (i) shall specify the nature of the failure, and (ii) Shall request the Firm to remedy such failure within a period not exceeding thirty (30) calendar days after receipt by the Firm of such notice of suspension.

19 Termination

19.1 This Contract may be terminated by either Party as per provisions of the Mining Act, 2016:

b. Cessation of Rights and Obligations

19.1.4 Upon termination of this Contract pursuant to provisions of the Mining Act, 2016 or upon expiration of this Contract pursuant to Clause GCC14, all rights and obligations of the Parties here under shall cease, except (i) such rights and obligations as may have accrued on the date of termination or expiration, (ii) the obligation of confidentiality set forth in Clause GCC22, (iii) the Firms' obligation to permit in section, copying and auditing of their accounts and records set forth in Clause GCC25, and (iv) any right which a Party may have under the Applicable Law or as provided for in the Mining Act, 2016.

d. Cessation of Services

19.1.5 Upon termination of this Contract by notice of either Party to the other pursuant to Clauses GCC 19a or GCC 19b, the Firm shall immediately upon dispatch or receipt of such notice, take all necessary steps to bring the Services to a close in a prompt and orderly manner and shall make every reasonable effort to keep expenditures for this purpose to

a minimum. With respect to documents prepared by the Firm and equipment and materials furnished by the Procuring Entity, the Firm shall proceed as provided, respectively, by Clauses GCC27 or GCC28 or as provided for in the Mining Act, 2016.

e. Payment up on Termination:

19.1.6 Any payment to the government upon termination of this contract shall be executed as provided for the Kenya law.

C. Obligations of the Firm 20. General

a. Standard of Performance

20.1 The Firm shall perform the Services and carry out the Services with all due diligence, efficiency and economy, in accordance with generally accepted professional standards and practices, and shall observe sound management practices, and employ appropriate technology and safe and effective equipment, machinery, materials and methods. The Firm shall always act, in respect of any matter relating to this Contract or to the Services, as a faithful adviser to the Procuring Entity, and shall at all times support and safeguard the Procuring Entity's legitimate interests in any dealings with the third parties.

20.2 The Firm shall employ and provide such qualified and experienced Experts and Sub-consultants as are required to carry out the Services.

20.3 The Firm may subcontract part of the Services to an extent and with such Key Experts and Sub-consultants as may be approved in advance by the Procuring Entity. Notwithstanding such approval, the Firm shall retain full responsibility for the Services.

b. Law Applicable to Services

20.4. The Firm shall perform the Services in accordance with the Contract and the Applicable Law and shall take all practicable steps to ensure that any of its Experts and Sub-consultants, comply with the Applicable Law.

20.5 Throughout the execution of the Contract, the Firm shall comply with the import of goods and services prohibitions in Kenya when

- (a) As a matter of law or official regulations, Kenya prohibits commercial relations with that country; or
- (b) by an act of compliance with a decision of the United Nations Security Council taken under Chapter VII of the Charter of the United Nations,

Kenya prohibits any import of goods from that country or any payments to any country, person, or entity in that country.

20.6. The Procuring Entity shall notify the Firm in writing of relevant local customs, and the Firm shall, after such notification, respect such customs.

21 Conflict of Interests

21.1 The Firm shall hold the Procuring Entity's interest paramount, without any consideration for future work, and strictly avoid conflict with other assignments or their own corporate interests.

a. Firm Not to Benefit from Commissions, Discounts: Not Applicable b. Firm and Affiliates Not to Engage in Certain Activities: Not Applicable

c. Prohibition of Conflicting Activities

21.1.4 The Firm shall not engage and shall cause its Experts as well as its Sub-consultants not to engage, either directly or indirectly, in any business or professional activities that would conflict with the activities assigned to them under this Contract.

d. Strict Duty to Disclose Conflicting Activities

21.1.5 The Firm has an obligation and shall ensure that its Experts and Subconsultants shall have an obligation to disclose any situation of actual or potential conflict that impacts their capacity to serve the best interest of their Procuring Entity, or that may reasonably be perceived as having this effect. Failure to disclose said situations may lead to the disqualification of the Firm or the termination of its Contract.

22 Confidentiality

22.1 Except with the prior written consent of the Procuring Entity, the Firm and the Experts shall not at any time communicate to any person or entity any confidential information acquired in the course of the Services, nor shall the Firm and the Experts make public the recommendations formulated in the course of, or because of, the Services.

23 Liability of the Firm

23.1 Subject to additional provisions, if any, set for in the SCC, the Firms' liability under this Contract shall be as determined under the Applicable Law.

24 Insurance to be taken out by the Firm:

24.1 The Firm (i) shall take out and maintain and shall cause any Subconsultants to take out and maintain, at its (or the Sub-consultants', as the case may be) own cost, insurance against the risks, and for the coverage specified in the SCC, and (ii) at the Procuring Entity's request, shall provide evidence to the Procuring Entity showing that such insurance has been taken out and maintained and that the current premiums therefore have been paid. The Firm shall ensure that such insurance is in place prior to commencing the Services as stated in Clause GCC13.

25 Accounting, Inspection and Auditing

25.1 The Firm shall keep and shall make all reasonable efforts to cause its Sub-consultants to keep, accurate and systematic accounts and records in respect of the Services and in such form and detail as will clearly identify relevant time changes and costs.

26 Reporting Obligations

26.1 The Firm shall submit to the Procuring Entity the reports and documents specified in Mining Act, 2016, in the form, in the numbers and within the time periods set forth in the said Appendix.

27 Proprietary Rights of the Procuring Entity in Reports and Records

27.1 Unless otherwise indicated in the SCC, all reports and relevant data and information such as maps, diagrams, plans, databases, other documents and software, supporting records or material compiled or prepared by the Firm for the Procuring Entity in the course of the Services shall be confidential and become and remain the absolute property of the Procuring Entity. The Firm shall, not later than upon termination or expiration of this Contract, deliver all such documents to the Procuring Entity, together with a detailed inventory thereof. The Firm may retain a copy of such documents, data and/or software but shall not use the same for purposes unrelated to this Contract without prior written approval of the Procuring Entity.

27.2 If license agreements are necessary or appropriate between the Firm and third parties for purposes of development of the plans, drawings, specifications, designs, databases, other documents and software, the Firm shall obtain the Procuring Entity's prior written approval to such agreements, and the Procuring Entity shall be entitled at its discretion to require recovering the expenses related to the development of the program(s) concerned. Other restrictions about the future use of these documents and software, if any, shall be specified in the SCC.

28 Equipment, Vehicles and Materials

28.1 Equipment, vehicles and materials made available to the Firm by the Procuring Entity shall be the property of the Procuring Entity and shall be marked accordingly. Upon termination or expiration of this Contract, the Firm shall make available to the Procuring Entity an inventory of such equipment, vehicles and materials and shall dispose of such equipment, vehicles and materials in accordance with the Procuring Entity's instructions. While in possession of such equipment, vehicles and materials, the Firm, unless otherwise instructed by the Procuring Entity in writing, shall insure them at the expense of the Procuring Entity in an amount equal to their full replacement value.

28.2 Any equipment or materials brought by the Firm or its Experts into Kenya for the use either for the project or personal use shall remain the property of the Firm or the Experts concerned, as applicable.

D. Firms' Experts and Sub-consultants

29 Description of Key Experts

29.1 The title, agreed job description, minimum qualification and estimated period of engagement to carry out the Services of each of the Firm's Key Experts are described in Appendix B.

30 Replacement of Key Experts

30.1 Except as the Procuring Entity may otherwise agree in writing, no changes shall be made in the Key Experts.

30.2 Notwithstanding the above, the substitution of Key Experts during Contract execution may be considered only based on the Firm's written request and due to circumstances outside the reasonable control of the Firm, including but not limited to death or medical incapacity. In such case, the Firm shall forth with provide as a replacement, a person of equivalent or better qualifications and experience, and at the same rate of remuneration.

31 Removal of Experts or Sub-consultants

31.1 If the Procuring Entity finds that any of the Experts or Sub-consultant has committed serious misconduct or has been charged with having committed a criminal action or shall the Procuring Entity determine that Firm's Expert or Sub consultant have engaged in corrupt, fraudulent, collusive, coercive [or obstructive] practice while performing the Services, the Firm shall, at the Procuring Entity's written request, provide a replacement.

31.2 In the event that any of Key Experts, Non-Key Experts or Subconsultants is found by the Procuring Entity to be in competent or in capable in discharging assigned duties, the Procuring Entity, specifying the grounds therefore, may request the Firm to provide a replacement.

31.3 Any replacement of the removed Experts or Sub consultants shall possess better qualifications and experience and shall be acceptable to the Procuring Entity.

31.4 The Firm shall bear all costs arising out of or incidental to any removal and/or replacement of such Experts.

E. Obligations of the Procuring Entity

32 Assistance and Exemptions

32.1 Unless otherwise specified in the SCC, the Procuring Entity shall use its best efforts to:

- (a) Assist the Firm with obtaining work permits and such other documents as shall be necessary to enable the Firm to perform the Services.
- (b) Assist the Firm with promptly obtaining, for the Experts and, if appropriate, their eligible dependents, all necessary entry and exit visas, residence permits, exchange permits and any other documents required for their stay in Kenya while carrying out the Services under the Contract.
- (c) Facilitate prompt clearance through customs of any property required for the Services and of the personal effects of the Expert and their eligible dependents.
- (d) Issue to officials, agents and representatives of the Government all such instructions and information as may be necessary or appropriate for the prompt and effective implementation of the Services.
- (e) Assist the Firm and the Experts and any Sub-consultants employed by the Firm for the Services with obtaining exemption from any requirement to register or obtain any permit to practice their profession or to establish themselves either individually or as a corporate entity in Kenya according to the applicable law in Kenya
- (f) Assist the Firm, any Sub-consultants and the Experts of either of them with obtaining the privilege, pursuant to the applicable law in Kenya, of bringing into Kenya reasonable amounts of foreign currency for the purposes of the Services or for the personal use of the Experts and of withdrawing any such amounts as may be earned therein by the Experts in the execution of the Services.
- (g) Provide to the Firm any such other assistance as may be specified in the SCC.

33 Access to Project Site

33.1 The Procuring Entity warrants that the Firm shall have, free of charge, unimpeded access to the project site in respect of which access is required for the performance of the Services. The Procuring Entity will be responsible for any damage to the project site or any property thereon resulting from such access and will indemnify the Firm and each of the experts in respect of liability for any such damage, unless such damage is caused by the willful default or negligence of the Firm or any Sub-consultants or the Experts of either of them.

34 Change in the Applicable Law Related to Taxes and Duties

34.1 If, after the date of this Contract, there is any change in the applicable law in Kenya with respect to taxes and duties which increases or decreases the cost incurred by the Firm in performing the Services, then the remuneration and reimbursable expenses otherwise payable to the Firm under this Contract shall be increased or decreased accordingly by agreement between the Parties hereto, and corresponding adjustments shall be made to the Contract price amount specified in Clause GCC 39.1

35 Services, Facilities and Property of the Procuring Entity

35.1 The Procuring Entity shall make available to the Firm and the Experts, for the purposes of the Services and free of any charge, the services, facilities and property described in the Terms of Reference (Appendix A) at the times and in the manner specified in said Appendix A.

36 Counterpart Personnel

36.1 The Procuring Entity shall make available to the Firm free of charge such professional and support counterpart personnel, to be nominated by the Procuring Entity with the Firm's advice, if specified in Appendix A.

36.2 Professional and support counterpart personnel, excluding Procuring Entity's liaison personnel, shall work under the exclusive direction of the Firm. If any member of the counterpart personnel fails to perform adequately any work as assigned to such member by the Firm that is consistent with the position occupied by such member, the Firm may request the replacement of such member, and the Procuring Entity shall not unreasonably refuse to act upon such request.

37 Payment Obligation. Note: Clauses No. 37- 41 on payments are Not Applicable.

37.1 In consideration of the Services performed by the Firm under this Contract, the Procuring Entity shall make such payments to the Firm for the deliverables specified in Appendix A and in such manner as is provided by GCC F below.

F. Payments to the Firm

38 Contract Price

38.1 The Contract price is fixed and is set forth in the SCC. The Contract price breakdown is provided in Appendix C.

38.2 Any change to the Contract price specified in Clause 38.1 can be made only if the Parties have agreed to the revised scope of Services pursuant to Clause GCC 16 and have amended in writing the Terms of Reference in Appendix A.

39 Taxes and Duties

39.1 The Firm, Sub-consultants and Experts are responsible for meeting any and all tax liabilities arising out of the Contract unless it is stated otherwise in the SCC.

39.2 Currency of Payment. Any payment under this Contract shall be made in the currency (ies) of the Contract.

40 Mode of Billing and Payment

40.1 The total payments under this Contract shall not exceed the Contract price set forth in Clause GCC 38.1.

40.2 The payments under this Contract shall be made in lump-sum installments against deliverables specified in Appendix A. The payments will be made according to the payment schedule stated in the SCC.

40.2.1 Advance payment: Unless otherwise indicated in the SCC, an advance payment shall be made against an advance payment bank guarantee acceptable to the Procuring Entity in an amount (or amounts) and in a currency (or currencies) specified in the SCC. Such guarantee (I) is to remain effective until the advance payment has been fully set off, and (ii) is to be in the form set forth in Appendix D, or in such other form as the Procuring Entity shall have approved in writing. The advance payments will be set off by the Procuring Entity in equal portions against the lump-sum installments specified in the SCC until said advance payments have been fully set off.

40.2.2 The Lump-Sum Installment Payments. The Procuring Entity shall pay the Firm within sixty (60) days after the receipt by the Procuring Entity of the deliverable(s) and the cover invoice for the related lump-sum installment payment. The payment can be withheld if the Procuring Entity does not approve the submitted deliverable(s) as satisfactory in which case the Procuring Entity shall provide comments to the Firm within the same sixty (60) days period. The Firm shall thereupon promptly make any necessary corrections, and there after the fore going process shall be repeated.

40.2.3 The Final Payment: The final payment under this Clause shall be made only after the final report has been submitted by the Firm and approved as satisfactory by the Procuring Entity. The Services shall then be deemed completed and finally accepted by the Procuring Entity. The last lump-sum installment shall be deemed approved for payment by the Procuring Entity within ninety (90) calendar days after receipt of the final report by the Procuring Entity unless the Procuring Entity, within such ninety (90) calendar day period, gives written notice to the Firm specifying in detail deficiencies in the Services, the final report. The Firm shall thereupon promptly make any necessary corrections, and there after the fore going process shall be repeated.

40.2.4 All payments under this Contract shall be made to the accounts of the Firm specified in the SCC.

40.2.5 With the exception of the final payment under 40.2.3 above, payments do not constitute acceptance of the whole Services nor relieve the Firm of any obligations here under.

41 Interest on Delayed Payments

41.1 If the Procuring Entity had delayed payments beyond thirty (30) days after the due date stated in Clause GCC 42.2.2, interest shall be paid to the Firm on any amount due by, not paid on, such due date for each day of delay at the annual rate stated in the

SCC.

G. Fairness and Good Faith

42 Good Faith

42.1 The Parties undertake to act in good faith with respect to each other's rights under this Contract and to adopt all reasonable measures to ensure the realization of the objectives of this Contract.

H. Settlement of Disputes

43 Amicable Settlement

43.1.2 The Parties shall seek to resolve any dispute amicably by mutual consultation.

43.1.3 If either Party objects to any action or inaction of the other Party, the objecting Party may file a written Notice of Dispute to the other Party providing in detail the basis of the dispute. The Party receiving the Notice of Dispute will consider it and respond in writing within fourteen (14) days after receipt. If that Party fails to respond within fourteen (14) days, or the dispute cannot be amicably settled within fourteen (14) days following the response of that Party, Clause GCC 44.1 shall apply.

44 Dispute Resolution

44.1 Any dispute between the Parties arising under or related to this Contract that cannot be settled amicably may be referred to by either Party to the adjudication/arbitration in accordance with the provisions specified in the SCC.

SPECIAL CONDITIONS OF CONTRACT

Number of GC Clause	Amendments of, and Supplements to, Clauses in the General Conditions of Contract
1.1(a)	The Contract shall be construed in accordance with the law of Kenya
4.1	The language is: English
6.1 and 6.2	The addresses are: Procuring Entity: State Department for Mining Attention: Principal Secretary E-mail: tenders@mining.go.ke
8.1	The Lead Member on behalf of the JV is <i>[insert name of the member]</i>
9.1	The Authorized Representatives are: For the Procuring Entity: Principal Secretary For the Firm: <i>[Insert name and title]</i>
11.1	The effectiveness conditions are the following: Not Applicable
12.1	Termination of Contract for Failure to Become Effective: The time period shall be _____ <i>[insert time period, e.g.: four months]</i> .
13.1	Commencement of Services: The number of days shall be 15 . Confirmation of Key Experts' availability to start the Assignment shall be submitted to the Procuring Entity in writing as a written statement signed by each Key Expert.
14.1	Expiration of Contract: The time period shall be To be determined during negotiations
21.1.3.	The Procuring Entity reserves the right to determine on a case-by-case basis whether the Firm should be disqualified from providing goods, works, or non-consulting services due to a conflict of a nature described in Clause GCC 21.1.3 Yes

23.1	<p>No additional provisions.</p> <p><i>OR</i></p> <p>The following limitation of the Firm’s Liability towards the Procuring Entity can be subject to the Contract’s negotiations: Not Applicable</p> <p>“Limitation of the Firm’s Liability towards the Procuring Entity: (a) Except in the case of gross negligence or willful misconduct on the part of the Firm or on the part of any person or a firm acting on behalf of the Firm in carrying</p>
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Number of GC Clause	Amendments of, and Supplements to, Clauses in the General Conditions of Contract
	<p>out the Services, the Firm, with respect to damage caused by the Firm to the Procuring Entity’s property, shall not be liable to the Procuring Entity:</p> <ul style="list-style-type: none"> (i) for any indirect or consequential loss or damage; and (ii) for any direct loss or damage that exceeds two times the total value of the Contract; <p>(b) This limitation of liability shall not</p> <ul style="list-style-type: none"> (i) affect the Firm’s liability, if any, for damage to Third Parties caused by the Firm or any person or firm acting on behalf of the Firm in carrying out the Services; (ii) be construed as providing the Firm with any limitation or exclusion from liability which is prohibited by the Applicable Law. <p><u>[Notes to the Procuring Entity and the Firm:</u></p> <p><i>Any suggestions made by the Firm in the Proposal to introduce exclusions/limitations of the Firm’s liability under the Contract should be carefully scrutinized by the Procuring Entity <u>prior to accepting any changes</u> to what was included in the issued RFP.</i></p> <p><i>To be acceptable to the Procuring Entity, any limitation of the Firm’s liability should at the very least be reasonably related to (a) the damage the Firm might potentially cause to the Procuring Entity, and (b) the Firm’s ability to pay compensation using its own assets and reasonably obtainable insurance coverage. The Firm’s liability shall not be limited to less than a multiplier of the total payments to the Firm under the Contract for remuneration and reimbursable expenses. <u>A statement to the effect that the Firm is liable only for the re-performance of faulty Services is not acceptable to the Procuring Entity.</u> Also, the Firm’s liability should never be limited for loss or damage caused by the Firm’s gross negligence or willful misconduct.</i></p> <p><i>The Procuring Entity does not accept a provision to the effect that the Procuring Entity shall indemnify and hold harmless the Firm against Third Party claims, except, of course, if a claim is based on loss or damage caused by a default or wrongful act of the Procuring Entity to the extent permissible by the law applicable in Kenya.]</i></p>

24.1	<p>The insurance coverage against the risks shall be as follows:</p> <p>(a) Professional liability insurance, with a minimum coverage of As per the Laws of Kenya</p> <p>(b) Third Party motor vehicle liability insurance in respect of motor vehicles operated in Kenya by the Firm or its Experts or Sub-consultants, with a minimum coverage of <i>in accordance with the insurance laws in Kenya.</i></p> <p>(c) Third Party liability insurance, with a minimum coverage of <i>in accordance with the applicable insurance laws in Kenya;</i></p> <p>(d) employer’s liability and workers’ compensation insurance in respect of the experts and Sub-consultants in accordance with the relevant provisions of the Applicable Law in Kenya, as well as, with respect to such Experts, any such life, health, accident, travel or other insurance as may be appropriate; and</p> <p>(e) insurance against loss of or damage to (i) equipment purchased in whole or in part with funds provided under this Contract, (ii) the Firm’s property used in the performance of the Services, and (iii) any documents prepared by the Firm in the performance of the Services.</p>
27.1	The additional rights to the use of the documents are: As provided in GCC 27.1

Number of GC Clause	Amendments of, and Supplements to, Clauses in the General Conditions of Contract
27.2	<p><i>[If there is to be no restriction on the future use of these documents by either Party, this Clause SCC 27.2 should be indicated as Not Applicable.</i></p> <p><i>If the Parties wish to restrict such use, any of the following options, or any other option agreed to by the Parties, could be used:</i></p> <p>[The Firm shall not use these <i>[insert what applies..... documents and software....]</i> for purposes unrelated to this Contract without the prior written approval of the Procuring Entity.]</p> <p><i>[OR]</i></p> <p>[The Procuring Entity shall not use these <i>[insert what applies..... documents and software.....]</i> for purposes unrelated to this Contract without the prior written approval of the Firm.]</p> <p><i>[OR]</i></p> <p>[Neither Party shall use these <i>[insert what applies..... documents and software.....]</i> for purposes unrelated to this Contract without the prior written approval of the other Party.]</p>
32.1 (a) through (f)	Not Applicable.

32.1(g)	<i>Not Applicable</i>
38.1	<p>The Contract price is: <i>[insert amount and currency for each currency as applicable] [indicate: inclusive or exclusive]</i> of local taxes.</p> <p>Any local taxes chargeable in respect of this Contract for the Services provided by the Firm shall <i>[insert as appropriate: “be paid” or “reimbursed”]</i> by the Procuring Entity <i>[insert as appropriate: “for “or “to”]</i> the Firm.</p> <p>The amount of such taxes is _____ <i>[insert the amount as finalized at the Contract’s negotiations on the basis of the tax amounts provided by the Firm in Form FIN- 2 of the Firm’s Financial Proposal.</i></p>
39.1 and 39.2	<p><i>[The Procuring Entity, depending on the source of funds and tax exemptions already granted by the Government, shall decide whether the Firm (i) should be exempted from local tax, or (ii) should be reimbursed by the Procuring Entity for any such tax they might have to pay (or that the Procuring Entity would pay such tax on behalf of the Firm]</i></p> <p>The Procuring Entity warrants that <i>[choose one applicable option consistent with the ITC 16.3 and the outcome of the Contract’s negotiations (Form FIN-2]</i></p> <p><i>If ITC16.3 indicates a tax exemption status, include the following: “the Firm, the Sub- consultants and the Experts shall be exempt from”</i></p> <p><i>OR</i></p> <p><i>If ITC16.3 does not indicate the exemption and, depending on whether the Procuring Entity shall pay the withholding tax or the Firm has to pay, include the following:</i></p> <p><i>“the Procuring Entity shall pay on behalf of the Firm, the Sub-consultants and the Experts,” OR</i></p> <p><i>“the Procuring Entity shall reimburse the Firm, the Sub-consultants and the Experts”]</i> any taxes, duties, fees, levies and other impositions imposed, under the applicable law in the Procuring Entity’s country, on the Firm, the Sub-consultants and the Experts in respect of: (a) any payments whatsoever made to the Firm, Sub-consultants and the Experts (other than nationals or permanent residents of Kenya), in connection with the carrying out of the Services; (b) any equipment, materials and supplies brought into Kenya by the Firm or Sub- consultants for the purpose of carrying out the Services and which, after having been brought</p>

Number of GC Clause	Amendments of, and Supplements to, Clauses in the General Conditions of Contract

	<p>into such territories, will be subsequently withdrawn by them;</p> <p>any equipment imported for the purpose of carrying out the Services and paid for out of funds provided by the Procuring Entity and which is treated as property of the Procuring Entity;</p> <p>(c) any property brought into Kenya by the Firm, any Sub-consultants or the Experts (other than nationals or permanent residents of Kenya), or the eligible dependents of such experts for their personal use and which will subsequently be withdrawn by them upon their respective departure from the Procuring Entity's country, provided that:</p> <p>(i) the Firm, Sub-consultants and experts shall follow the usual customs procedures of Kenya in importing property into Kenya; and</p> <p>(ii) if the Firm, Sub-consultants or Experts do not withdraw but dispose of any property in the Procuring Entity's country upon which customs duties and taxes have been exempted, the Firm, Sub-consultants or Experts, as the case may be, (a) shall bear such customs duties and taxes in conformity with the regulations of Kenya, or (b) shall reimburse them to the Procuring Entity if they were paid by the Procuring Entity at the time the property in question was brought into the Procuring Entity's country.</p>
<p>40.2 40.2.1</p>	<p>The payment schedule:</p> <p>_____</p> <p>_____</p> <p>The following provisions shall apply to the advance payment and the advance bank payment guarantee: Not Applicable</p> <p>(1) In Kenya Shillings] shall be made within <i>[insert number]</i> days after the receipt of an advance bank payment guarantee by the Procuring Entity. The advance payment will be set off by the Procuring Entity in equal portions against [list the payments against which the advance is offset]</p> <p>(2) The advance bank payment guarantee shall be in the amount and in the currency of the currency (ies) of the advance payment.</p> <p>(3) The bank guarantee will be released when the advance payment has been fully set off.</p> <p>_____</p>

Number of GC Clause	Amendments of, and Supplements to, Clauses in the General Conditions of Contract
40.2.4	<p>The accounts are: For foreign currency: <i>[insert account]</i>. For local currency: <i>[insert account]</i>.</p>

41.1	The interest rate is: <i>14% per annum</i>
44.1	<p>Disputes shall be settled by arbitration in accordance with the following provisions:</p> <p>1. <u>Selection of Arbitrators</u>. Each dispute submitted by a Party to arbitration shall be heard by a sole arbitrator or an arbitration panel composed of three (3) arbitrators, in accordance with the following provisions:</p> <p>(a) Where the Parties agree that the dispute concerns a technical matter, they may agree to appoint a sole arbitrator or, failing agreement on the identity of such sole arbitrator within thirty (30) days after receipt by the other Party of the proposal of a name for such an appointment by the Party who initiated the proceedings, either Party may apply to <i>[name an appropriate international professional body, e.g., the Federation Internationale des Ingenieurs-Conseil (FIDIC) of Lausanne, Switzerland]</i> for a list of not fewer than five (5) nominees and, on receipt of such list, the Parties shall alternately strike names therefrom, and the last remaining nominee on the list shall be the sole arbitrator for the matter in dispute. If the last remaining nominee has not been determined in this manner within sixty (60) days of the date of the list, <i>[insert the name of the same professional body as above]</i> shall appoint, upon the request of either Party and from such list or otherwise, a sole arbitrator for the matter in dispute.</p> <p>(b) Where the Parties do not agree that the dispute concerns a technical matter, the Procuring Entity and the Firm shall each appoint one (1) arbitrator, and these two arbitrators shall jointly appoint a third arbitrator, who shall chair the arbitration panel. If the arbitrators named by the Parties do not succeed in appointing a third arbitrator within thirty (30) days after the latter of the two (2) arbitrators named by the Parties has been appointed, the third arbitrator shall, at the request of either Party, be appointed by <i>[name an appropriate international appointing authority, e.g., the Secretary General of the Permanent Court of Arbitration, The Hague; the Secretary General of the International Centre for Settlement of Investment Disputes, Washington, D.C.; the International Chamber of Commerce, Paris; etc.]</i>.</p> <p>(c) If, in a dispute subject to paragraph (b) above, one Party fails to appoint its arbitrator within thirty (30) days after the other Party has appointed its arbitrator, the Party which has named an arbitrator may apply to the <i>[name the same appointing authority as in said paragraph (b)]</i> to appoint a sole arbitrator for the matter in dispute, and the arbitrator appointed pursuant to such application shall be the sole arbitrator for that dispute.</p>
	<p>2. <u>Rules of Procedure</u>. Except as otherwise stated herein, arbitration proceedings shall be conducted in accordance with the rules of procedure for arbitration of the United Nations Commission on International Trade Law (UNCITRAL) as in force on the date of this Contract.</p> <p>3. <u>Substitute Arbitrators</u>. If for any reason an arbitrator is unable to perform his/her function, a substitute shall be appointed in the same manner as the original arbitrator.</p> <p>4. <u>Nationality and Qualifications of Arbitrators</u>. The sole arbitrator or the third arbitrator appointed pursuant to paragraphs 1(a) through 1(c) above shall be an internationally recognized legal or technical expert with extensive experience in relation to the matter in dispute and shall not be a national of the Firm's home country <i>[If the Firm consists of more than one entity, add: or of the home country of any of their members or Parties]</i> or of the Government's country. For the purposes of this Clause, "home country" means any of:</p> <p>(a) the country of incorporation of the Firm <i>[If the Firm consists of more than one entity, add: or of any of their members or Parties];</i> or</p> <p>(b) the country in which the Firm's <i>[or any of their members' or Parties']</i> principal</p>

Number of GC Clause	Amendments of, and Supplements to, Clauses in the General Conditions of Contract
	place of business is located; or (c) the country of nationality of a majority of the Firm's [or of any members' or Parties'] shareholders; or (d) the country of nationality of the Sub-consultants concerned, where the dispute involves a subcontract.
	5. <u>Miscellaneous</u> . In any arbitration proceeding hereunder: (a) proceedings shall, unless otherwise agreed by the Parties, be held in <i>[select a country which is neither the Procuring Entity's country nor the Firm's country]</i> ; (b) the <i>[type of language]</i> language shall be the official language for all purposes; and (c) the decision of the sole arbitrator or of a majority of the arbitrators (or of the third arbitrator if there is no such majority) shall be final and binding and shall be enforceable in any court of competent jurisdiction, and the Parties hereby waive any objections to or claims of immunity in respect of such enforcement.

Appendix A – Terms of Reference

[Note: This Appendix shall include the final Terms of Reference (TORs) worked out by the Procuring Entity and the Firm during the negotiations; dates for completion of various tasks; location of performance for different tasks; detailed reporting requirements and list of deliverables against which the payments to the Firm will be made; Procuring Entity's input, including counterpart personnel assigned by the Procuring Entity to work on the Firm's team; specific tasks or actions that require prior approval by the Procuring Entity.

Insert the text based on the Section 5 (Terms of Reference) of the ITC in the RFP and modified based on the Forms TECH-1 through TECH-5 of the Firm's Proposal. Highlight the changes to Section 5 of the RFP]

..... **Appendix B - Key Experts**

[Insert a table based on Form TECH-6 of the Firm's Technical Proposal and finalized at the Contract's negotiations. Attach the CVs (updated and signed by the respective Key Experts) demonstrating the qualifications of Key Experts.]

.....

Appendix C – Breakdown of Contract Price

[Insert the table with the unit rates to arrive at the breakdown of the lump-sum price. The table shall be based on [Form FIN-3andFIN-4] of the Firm's Proposal and reflect any changes agreed at the Contract negotiations, if any. The footnote shall list such changes made to [FormFIN-3andFIN-4] at the negotiations or state that none has been made.]

Appendix D - Form of Advance Payment Guarantee

FORM OF ADVANCE PAYMENTS GUARANTEE – NOT APPLICABLE

[Note: See Clause GCC 41.2 and

SCC41.2] Bank Guarantee for Advance

Payment

[*Bank's Name and Address of Issuing Branch or Office*]

Beneficiary: [*Name and Address of Procuring Entity*]

Date: _____

ADVANCE PAYMENT GUARANTEE No. _____

We have been informed that _____ [*name of Firm or a name of the Joint Venture, same as appears on the signed Contract*] (herein after called " the Firm") has entered into Contract No. _____ [*Reference number of the contract*] dated _____ with you, for the p

Furthermore, we understand that, according to the conditions of the Contract, an advance payment in the sum of _____ [*Amount in figures*] () [*amount in words*] is to be made against an advance payment guarantee.

At the request of the Firm, we _____ [*name of bank*] hereby irrevocably undertake to pay you any sum or sums not exceeding in total an amount of

_____ [*amount in figures*] () [*amount in words*]¹ upon receipt by us of your first demand in writing accompanied by a written statement stating that the Firm are in breach of their obligation under the Contract because the Firm have used the advance payment for purposes other than toward providing the Services under the Contract.

It is a condition for any claim and payment under this guarantee to be made that the advance payment referred to ___ above must have been received by the Firm on their account number _____ at _____ [*name and* The maximum amount of this guarantee shall be progressively reduced by the amount of the advance payment repaid by the Firm as indicated in copies of certified monthly statements which shall be presented to us. This guarantee shall expire, at the latest, upon our receipt of the monthly payment certificate indicating that the Firm has made full repayment of the amount of the advance payment, or on the day of _____, 2 _____, whichever is earlier

[*Signature (s)*]

Note: All italicized text is for indicative purposes only to assist in preparing this form and shall be deleted from the final product.

¹The Guarantor shall insert an amount representing the amount of the advance payment and denominated either in the currency (ies) of the advance payment as Specified in the Contract, or in a freely convertible currency acceptable to the Procuring Entity.

²Insert the expected expiration dates. In the event of an extension of the time for completion of the Contract, the Procuring Entity would need to request an extension of this guarantee from the Guarantor. Such request must be in writing and must be made prior to the expiration date established in the guarantee. In preparing this guarantee, the procuring Entity might consider adding the following text to the form, at the end of the penultimate paragraph: "The Guarantor agrees to a one-time extension of this guarantee for a period not to exceed [six months] [one year], in response to the Procuring Entity's written request for such extension, such request to be presented to the Guarantor before the expiry of the guarantee."

NOTIFICATION OF INTENTION TO AWARD

Procuring Entity: *[insert the*
name of the Entity] Contract title: *[insert the*
name of the contract] RFP No: *[insert RF*
Preference number]

This Notification of Intention to Award (Notification) notifies you of our decision to award the above contract. The transmission of this Notification begins the Standstill Period. During the Standstill Period you may:

- a) Request a debriefing in relation to the evaluation of your Proposal, and/or
- b) Submit a Procurement-related Complaint in relation to the decision to award the contract.

The successful Firm

Name:	[<i>insert name of successful Firm]</i>
Address:	[<i>insert address of the successful Firm]</i>
Contract price:	[<i>insert contract price of the successful Firm]</i>

i) Short listed Firms

[INSTRUCTIONS: insert names of all short-listed Firms and indicate which Firms submitted Proposals. Where the selection method requires it, state the price offered by each Firm as readout, and as evaluated. Include overall technical scores and scores assigned for each criterion and sub-criterion.]

	Submitted Proposal	Overall technical score	Financial Proposal Price	Evaluated Financial Proposal Price (If applicable)	Combined Score and ranking (if applicable)
<i>[insert name]</i>	<i>[yes/no]</i>	Criterion (i): <i>[insert score]</i> Criterion (ii): <i>[insert score]</i> Criterion (iii): <i>[insert score]</i> Sub-criterion a: 1: <i>[insert score]</i> 2: <i>[insert score]</i> 3: <i>[insert score]</i> Sub-criterion b: 1: <i>[insert score]</i> Sub-criterion c:etc. Criterion (iv): <i>[insert score]</i> Criterion (v): <i>[insert score]</i> Total score: <i>[insert score]</i>	<i>[Proposal price]</i>	<i>[evaluated price]</i>	Combined Score: <i>[combined score]</i> Ranking: <i>[ranking]</i>

[insert name]	[yes/no]	Criterion (i): [insert score] Criterion (ii): [insert score] Criterion (iii): [insert score] Sub-criterion a: 1: [insert score] Sub-criterion b: 1: [insert score] 2: [insert score]	[Proposal price]	[evaluated price]	Combined Score: [combined score] Ranking: [ranking]
		3: [insert score]			

		<u>Sub-criterion c:</u>etc. Criterion (iv): [insert score] Criterion (v): [insert score] Total score: [insert score]			
[insert name]	[yes/no]	Criterion (i): [insert score] Criterion (ii): [insert score] Criterion (iii): [insert score] <u>Sub-criterion a:</u> 1: [insert score] 2: [insert score] 3: [insert score] <u>Sub-criterion</u> <u>b:</u> 1: [insert score] 2: [insert score] 3: [insert score] <u>Sub-criterion c:</u>etc. Criterion (iv): [insert score] Criterion (v): [insert score] Total score: [insert score]	[Proposal price]	[evaluated price]	<u>Combined Score:</u> [combined score] <u>Ranking</u> : [ranking]
[insert name]

- (ii) **Reason/s why your Proposal was unsuccessful** [Delete if the combined score already reveals the reason].

[INSTRUCTIONS; State the reason/s why this Consultant's Proposal was unsuccessful. Do NOT include: (a) a point by point comparison with another Consultant's Proposal or (b) information that is marked confidential by the Consultant in its Proposal.]

- (iii) **How to request a debriefing** [This applies only if your proposal was unsuccessful as stated under point (3)above].

DEADLINE: The deadline to request a debriefing expires at midnight on *[insert date]* (local time).

You may request a debriefing in relation to the results of the evaluation of your Proposal. If you decide to request a debriefing your written request must be made within five (5) Business Days of receipt of this Notification of Intention to Award.

Provide the contract name, reference number, name of the Firm, contact details; and address the request for debriefing as follows:

Attention: *[insert full name of person, if applicable]*

Title/position: *[insert title/position]*

Agency: *[insert name of Procuring Entity]*

Email address: *[insert email address]*

Fax number: *[insert fax number] delete if not used*

If your request for a debriefing is received within the 5 Business Days deadline, we will provide the debriefing within five (5) Business Days of receipt of your request. If we are unable to provide the debriefing within this period, the Standstill Period shall be extended by five (5) Business Days after the date that the debriefing is provided. If this happens, we will notify you and confirm the date that the extended Standstill Period will end.

The debriefing may be in writing, by phone, video conference call or in person. We shall promptly advise you in writing how the debriefing will take place and confirm the date and time.

If the deadline to request a debriefing has expired, you may still request a debriefing. In this case, we will provide the debriefing as soon as practicable, and normally no later than fourteen (14) Business Days from the date of publication of the Contract Award Notice.

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(iv) How to Make a Complaint

DEADLINE: The deadline for submitting a Procurement-related Complaint challenging the decision to award the contract expires on midnight, *[insert date]* (local time).

Provide the contract name, reference number, name of the Firm, contact details; and address the Procurement-

Related Complaint as follows:

Attention: *[insert full name of person, if applicable]*

Title/position: *[insert title/position]*

Agency: *[insert name of Procuring Entity]*

Email address: *[insert email address]*

Fax number: *[insert fax number] delete if not used*

[At this point in the procurement process] [Upon receipt of this notification] you may submit a Procurement-related Complaint challenging the decision to award the contract. You do not need to have requested, or received, a debriefing before making this complaint. Your complaint must be submitted within the Standstill Period and received by us before the Standstill Period ends.

In summary, there are four essential requirements:

You must be an 'interested party'. In this case, that means a Firm who has submitted a Proposal in this selection process and is the recipient of a Notification of Intention to Award.

The complaint can only challenge the decision to award the contract.

You must submit the complaint within the deadline stated above.

You must include, in your complaint, all of the information required by the Procuring Entity.

If you have any questions regarding this Notification, please do not hesitate to contact us.

Signature: _____

Name: _____

Email: _____

LETTER OF AWARD

[Use letterhead paper of the Procuring Entity] [Date] _____ To: _____ [name

and address of the winning Firm] Subject: Notification of Award Contract No.....

This is to notify you that your Proposal dated _____ *[insert date]* for consulting services for *[name of the assignment]* as negotiated with you on _____ for the contract amount of _____ *[Insert amount in numbers and words and name of currency]* is here by accepted by our agency.

You are requested to:(i) sign and return the draft negotiated Contract attached here with within eight (8) Business Days from the date of receipt of this notification; and (ii) furnish the additional information on beneficial ownership in accordance with the Data Sheet of ITC 32.1 within eight (8) days using the Beneficial Ownership Disclosure Form, included in Section 7 of the Request of Proposals.

Authorized Signature: _____

Name and Title of Signatory: _____

Name of Agency: _____

Attachment: *Draft Negotiated Contract*

BENEFICIAL OWNERSHIP DISCLOSURE FORM

INSTRUCTIONS TO CONSULTANTS: DELETE THIS BOX ONCE YOU HAVE COMPLETED THE FORM

This Beneficial Ownership Disclosure Form ("Form") is to be completed by the successful Consultant. In case of joint venture, the Consultant must submit a separate Form for each member. The beneficial ownership information to be submitted in this Form shall be current as of the date of its submission.

For the purposes of this Form, a Beneficial Owner of a Consultant is any natural person who ultimately owns or controls the Consultant by meeting one or more of the following conditions:

- *Directly or indirectly holding 25% or more of the shares.*
- *Directly or in directly holding 25% or more of the voting rights.*
- *Directly or indirectly having the right to appoint a majority of the board of directors or equivalent governing body of the Consultant.*

Request for Proposal Reference No.: _____ [insert identification no]
 Name of the Assignment: _____ [insert name of the assignment] to:
 _____ [Insert complete name of Procuring Entity]

In response to your notification of award dated [insert date of notification of award] to furnish additional information on beneficial ownership: [select one option as applicable and delete the options that are not applicable]

I) We here by provide the following beneficial ownership information.

Details of beneficial ownership

Identity of Beneficial Owner	Directly or indirectly holding 25% or more of the shares (Yes / No)	Directly or indirectly holding 25 % or more of the Voting Rights (Yes / No)	Directly or indirectly having the right to appoint a majority of the board of the directors or an equivalent governing body of the Firm (Yes / No)

<i>[include full name (last, middle, first), nationality, country of residence]</i>			
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OR

ii) We declare that there is no Beneficial Owner meeting one or more of the following conditions: directly or indirectly holding 25% or more of the shares. Directly or indirectly holding 25% or more of the voting rights. Directly or indirectly having the right to appoint a majority of the board of directors or equivalent governing body of the Firm.

OR

iii) We declare that we are unable to identify any Beneficial Owner meeting one or more of the following conditions. [If this option is selected, the Firm shall provide explanation on why it is unable to identify any Beneficial Owner]

Directly or indirectly holding 25% or more of the shares. Directly or indirectly holding 25% or more of the

voting rights.

Directly or indirectly having the right to appoint a majority of the board of directors or equivalent governing body of the Firm]”

*Name of the Firm *[insert complete name of the Firm]_____*

*Name of the person duly authorized to sign the Proposal on behalf of the Firm: ** [insert complete name of person duly authorized to sign the Proposal]*

Title of the person signing the Proposal [insert complete title of the person signing the Proposal]

Signature of the person named above [insert signature of person whose name and capacity are shown above]

Date signed..... [Insert date of signing] day of[Insert month], [insert year]

* *In the case of the Proposal submitted by a Joint Venture specify the name of the Joint Venture as Firm.*

In the event that the Firm is a

Joint venture, each reference to "Firm" in the Beneficial Ownership Disclosure Form (including this Introduction there to) shall be read to refer to the joint venture member.

** *Person signing the Proposal shall have the power of attorney given by the Firm. The power of attorney shall be attached with the Proposal Schedules.*

REQUEST FOR REVIEW

FORM FOR REVIEW (r.203 (1))

PUBLIC PROCUREMENT ADMINISTRATIVE REVIEW BOARD

APPLICATION NO.....OF.....20.....

BETWEEN

.....APPLICANT

AND

.....RESPONDENT (Procuring Entity)

Request for review of the decision of the..... (Name of the Procuring Entity of dated the...day of

REQUEST FOR REVIEW

I/We....., the above named Applicant(s), of address: Physical address... P. O. Box No..... Tel. No..... Email , hereby request the Public Procurement Administrative Review Board to review the whole/part of the above mentioned decision on the following grounds, namely:

- 1.
- 2.

By this memorandum, the Applicant requests the Board for an order/orders that:

- 1.
- 2.

SIGNED (Applicant) Dated on.....day of/...20.....

FOR OFFICIAL USE ONLY Lodged with the Secretary Public Procurement Administrative Review Board on.....day
of20.....

SIGNED
Board Secretary